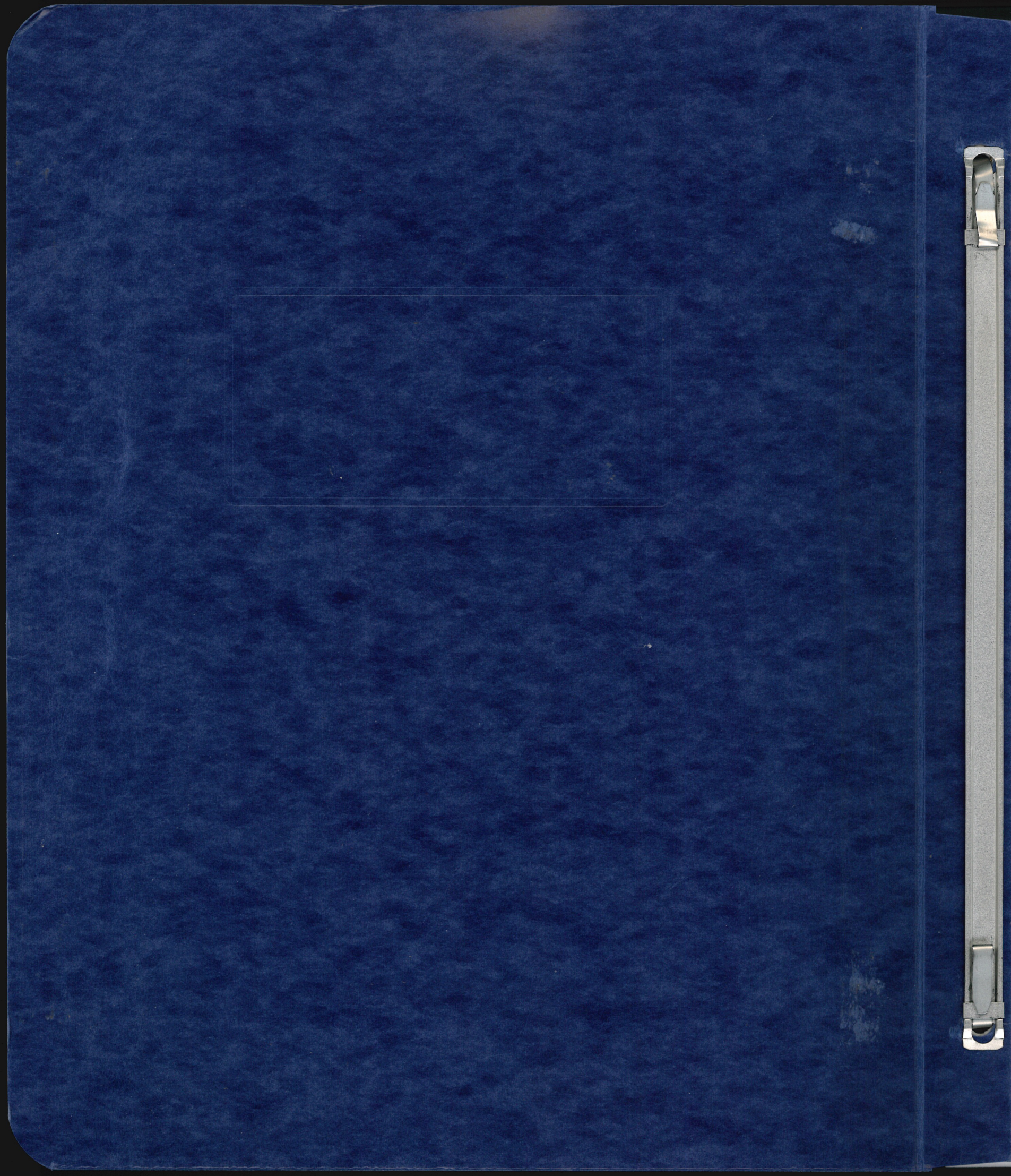


JCPL
2007

BOARD
MINUTES



GUIDE TO FINANCIAL REPORTS

To assist you in analyzing the financial reports, I have provided in written form how the checks and balances system supports the accounting practices used at JCPL. This is intended to serve as a guide when studying the Financial Reports each month.

Using the Financial Statement (F1) as the basic Balance Sheet:

- The TOTAL ALL FUNDS 'ENDING BALANCE' at bottom right hand corner must agree with the Grand TOTAL for all bank accounts on the Current Bank Balance sheet (F2).
- The Operating Fund's CURRENT MONTH RECEIPTS and Y-T-D RECEIPTS is identical to the TOTAL OPERATING FUND RECEIPTS and YEAR TO DATE RECEIPTS on the Receipt Breakdown (F5) about mid-way down in bold print.
- The Operating Fund's CURRENT MONTH DISBURSEMENTS and Y-T-D DISBURSEMENTS will be the same on the Appropriation Report (F3a) for TOTAL DISBURSEMENTS THIS MONTH and the TOTAL DISBURSEMENTS YEAR TO DATE.
- The **TOTAL ALL FUNDS** (bottom of Financial Report) for CURRENT MONTH RECEIPTS and Y-T-D RECEIPTS will be the same as the TOTAL RECEIPTS-ALL FUNDS on the Receipt Breakdown (F5) for each of these entries.
- The End-of-the-Month Check Register (F4a, F4b, etc.) is a report showing the expenditures for the month including inflated figures caused by the purchase of CDs. By subtracting these figures (checks payable to JCPL) from the TOTAL AMOUNT OF CLAIMS, you should arrive at the same balances on the Financial Statement for **TOTAL ALL FUNDS** (bottom of Financial Report) under CURRENT MONTH DISBURSEMENTS.
- Any Investment amounts (usually only Operating and BIRF funds) are part of their respective fund's ENDING BALANCE. These figures can be verified by referring to the Investment Report (F2.1) under "Open Investments". If a CD was purchased with money from a combination of these funds, the PRINCIPAL will reflect the total amount of these monies.
- The PAYROLL WITHHOLDING ACCOUNTS are reflected on Financial Statement because they are still part of our funds until a check is written or EFT (electronic fund transfer) is transacted for this amount. (Payroll records track this information for each individual and for quarterly tax reporting.)

Changes to Appropriations Report (F3a.1) is provided when there has been activity as a result of a refund, reimbursement, encumbrance, or transfer of money from one appropriation category to another. The result will be reflected in the Appropriation Report (F3a) under CURRENT APPROPRIATION for the particular appropriation number. The total at the bottom of the field will adjust accordingly.

2007 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Mari Anne Sayler [REDACTED] [REDACTED]	[REDACTED] [REDACTED] email: [REDACTED]	May 9, 2010	Rensselaer Central School Board
Vice-President: Timothy Schultz [REDACTED] [REDACTED]	[REDACTED] [REDACTED] email: [REDACTED]	June 30, 2008	County Council
Secretary: Sue Deardorff [REDACTED] [REDACTED]	[REDACTED] [REDACTED] email: [REDACTED] OR [REDACTED]	December 31, 2010	Co. Commissioners
Treasurer: Natalie Waling [REDACTED] [REDACTED]	[REDACTED] [REDACTED] email: [REDACTED]	December 31, 2009	County Council
Asst. Treasurer: Anne-Marie Egan [REDACTED] [REDACTED]	[REDACTED] [REDACTED] email: [REDACTED] or [REDACTED]	May 9, 2009	Rensselaer Central School Board
Joan Floyd [REDACTED] [REDACTED]	[REDACTED] [REDACTED] email: [REDACTED]	December 31, 2007	County Commissioners
Jody Melton [REDACTED] [REDACTED]	[REDACTED] [REDACTED] email: [REDACTED]	August 2, 2011	Pres. KV & West Central School Boards

2007 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Mari Anne Saylor [REDACTED]	[REDACTED]	May 9, 2010	Rensselaer Central School Board
Vice-President: Timothy Schultz [REDACTED]	[REDACTED]	June 30, 2008	County Council
Secretary: Sue Deardorff [REDACTED]	[REDACTED]	December 31, 2010	Co. Commissioners
Treasurer: Natalie Waling [REDACTED]	[REDACTED]	December 31, 2009	County Council
Asst. Treasurer: Anne-Marie Egan [REDACTED]	[REDACTED]	May 9, 2009	Rensselaer Central School Board
Joan Floyd [REDACTED]	[REDACTED]	December 31, 2007	County Commissioners
Jody Melton [REDACTED]	[REDACTED]	August 2, 2007	Pres. KV & West Central School Boards

2007 Board Members

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Vice-President: Timothy Schultz [REDACTED]	[REDACTED]	June 30, 2008	County Council
Secretary: Sue D [REDACTED] [REDACTED]	[REDACTED]	December 31, 2010	Co. Commissioners
Treasurer: Natalie Waling [REDACTED] 8	[REDACTED]	December 31, 2009	County Council
Asst. Treasurer: Anne-Marie Egan [REDACTED]	[REDACTED]	May 9, 2009	Rensselaer Central School Board
Joan Floyd [REDACTED]	[REDACTED]	December 31, 2007	County Commissioners
Mike Crawford [REDACTED]	[REDACTED]	August 2, 2007	Pres. KV & West Central School Boards

2007 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Mari Anne Sayler [REDACTED] [REDACTED]	[REDACTED]	May 9, 2010	Rensselaer Central School Board
	email: [REDACTED]		
Vice-President: Timothy Schultz [REDACTED] [REDACTED]	[REDACTED]	June 30, 2008	County Council
	email: [REDACTED]		
Secretary: Sue Deardorff [REDACTED] [REDACTED]	[REDACTED]	December 31, 2010	Co. Commissioners
	email: [REDACTED] OR [REDACTED]		
Treasurer: Natalie Waling [REDACTED] [REDACTED]	[REDACTED]	December 31, 2009	County Council
	email: [REDACTED]		
Asst. Treasurer: Anne-Marie Egan [REDACTED] [REDACTED]	[REDACTED]	May 9, 2009	Rensselaer Central School Board
	email: [REDACTED] or [REDACTED]		
Joan Floyd [REDACTED] [REDACTED]	[REDACTED]	December 31, 2007	County Commissioners
	email: [REDACTED]		
Mike Crawford [REDACTED] [REDACTED]	[REDACTED]	August 2, 2007	Pres. KV & West Central School Boards
	email: [REDACTED]		

Board Meeting Dates **2007**

**Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 8

Monday, February 12

Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 12

Monday, April 9

Technical Services & System Administration Annual Reports

Monday, May 14

Monday, June 11

Monday, July 9

Monday, August 13

Monday, August 27 (Special Budget meeting)

Monday, September 10 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 8

Monday, November 12 (at DeMotte)

DeMotte Librarian & Children's Specialist Annual Reports

Monday, December 10

Thursday, December 27 (Special Year End Meeting-time to be announced)

2007 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$49,920
1.12	Salary of Assistants	\$834,095
1.13	Wages of Janitor	\$52,039
1.2	Employee benefits	
1.21	Employer: FICA	\$62,516
1.22	Unemployment Comp	\$5,108
1.23	Employer: PERF	\$63,890
1.24	Employer: Group Insur.	\$86,482
1.31.	Other Personal Services	\$100
	Total Personal Services	\$1,154,150

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$860
2.12	Stationery/printing	\$675
2.13	Other office supplies	\$10,000
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$4,250
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$4,500
2.3	Repair/maintenance supplies	
2.31	Building materials	\$1,250
2.32	Painting supplies	\$100
2.33	Repair parts	\$300
2.4	Other supplies	
2.41	Library supplies	\$10,350
2.42	Marketing	\$100
	Total Supplies	\$32,385

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$300
3.14	Other profess. services	\$12,800
3.2	Communication/Transportation	
3.21	Telephone	\$6,000
3.22	Postage	\$5,800
3.23	Traveling expenses	\$15,000
3.24	Professional mtgs	\$8,900

3.25	Freight/Express	\$1,600
3.26	Network expenses	\$12,680
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$1,800
3.32	Printing (not offc. supply)	\$0
3.33	Marketing advertising	\$775
3.4	Insurance	
3.41	Official bonds	\$200
3.42	Other insurance	\$32,200
3.5	Utility services	
3.51	Gas	\$50,000
3.52	Electricity	\$60,000
3.53	Water	\$1,150
3.54	Waste disposal service	\$3,600
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$65,137
3.62	Equipment	\$700
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$250
3.91	Dues	\$2,262
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$275
3.94	Transfer to LIRF	\$30,126
3.95	Book reimbursement	\$100
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$65,432
	Total Other Services/Charges	\$377,207
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	\$0
4.4	Furniture/equipment	\$10,490
4.5	Other capital outlays	
4.51	Books	\$144,000
4.52	Periodicals,newspapers	\$21,700
4.53	Nonprint materials	\$70,000
	Total Capital Outlays	\$246,190
	FUND TOTAL	\$1,809,932

2007 Salary Ordinance

	Classif.	Hrs/ Week	Hourly Rate	Gross Annual Salary
Name				
Arambula, Luz	D Spec 3	35	\$12.12/\$12.48	\$22,549.80
Bardozi, Aby	R Page	11	\$5.75/5.85/5.95/6.05	\$3,371.20
Barton, Angela	R Page	10	\$5.85/5.95/6.05	\$3,162.50
Beedle, Marlene	D Spec 1	32	\$14.38	\$23,928.32
Blake, Barbara	R Clerk	13	\$7.32/7.42	\$4,984.72
Bristol, Evie	D Asst 2	35	\$9.44	\$17,180.80
Brown, Glenda	R Ref Spec 2	40	\$15.21	\$31,636.80
Capehart, Nicole	R Clerk	12	\$7.12/7.22/7.32/7.42	\$4,542.48
Carden, Rebecca	D Lib 3	40	\$18.31	\$38,084.80
Carr, Renee	D Spec 1	10	\$14.97	\$7,784.40
Cavinder, Rachael	W Spec 3	35	\$14.06	\$25,589.20
Cly, Chris	R Clerk	8	\$9.80	\$4,076.80
DeVries, Carolyn	W Clerk	14	\$7.53	\$5,481.84
DeVries, Carolyn	W Asst 1	5	\$8.03	\$2,087.80
Del Vecchio, Yvonne	D Asst 1	32	\$8.50/8.76	\$13,896.96
Delger, Kim	D Asst 2	32	\$9.88	\$16,440.32
Douthit, Jennifer	R Lib 3	40	\$20.81	\$43,284.80
Duran, Emily	R Asst 2	40	\$12.45	\$25,896.00
Engelmann, Susan	R Lib 1	35	\$13.58/13.99	\$24,902.15
Evans, Michelle	R Asst 2	24	11.00/11.33	\$13,775.52
Garrett, Marilyn	R Page	9	\$6.05	\$2,831.40
Gray, Elizabeth	R Clerk	12	\$7.76	\$4,842.24
Hamel, Tess	R Asst 1	35	\$7.92/8.02/8.12	\$14,652.40
Hankins, Kris	R Asst 2	40	\$12.83	\$26,686.40
Havens, Denise	D Clerk	12	\$8.50	\$5,304.00
Jones, Jamie	W Clerk	13	\$7.76	\$5,245.76
Jung, Gail	R Bus. Mgr	40	\$17.80	\$37,024.00
Kooy, Diana	W Lib 1	36	\$18.43	\$34,505.45
Lambert, Jean	D Asst Jan	10	\$9.04	\$4,700.80
Maxwell, Sheila	R Sys Adm	40	\$22.59	\$46,987.20
Minix, Marion	W Jan	15	\$9.55	\$7,449.00
Molenaar, Mary	R Asst 2	40	\$10.08	\$20,966.40
Opolski, Diane	W Asst 2	32	\$12.89	\$21,448.96
Pcortenga, Linda	R Lib 3	40	\$18.27/18.82	\$39,101.60
Ransford, Cynthia	D Sub Clerk	-	\$7.70	\$0.00
Rice, Connie	W Page	9	\$5.85/5.95/6.05	\$2,788.20
Salyer, Beth	R Clerk	15.5	\$9.55	\$7,697.30
Schleman, Amber	R Page	10	\$5.75/5.85/5.95/6.05	\$3,061.00
Schulenberg, Sharon	R Sp. Serv 3	35	\$16.95	\$30,849.00
Schumacher, Dawn	W Asst Jan	11	\$9.04	\$5,170.88
Shanks, Leah	W Page	9	\$5.85/5.95/6.05	\$3,094.00
Speacht, Nanette	W Clerk	24	\$10.15	\$12,667.20
Stalbaum, David	W Jan/Mtnce	0.5	\$10.00	\$260.00
Standish, Jack	R Jan/Mtnce	26	\$14.62	\$19,766.24
Steele, Robin	W Clerk	12	\$7.42	\$4,630.08
Stringfellow, Patty	Director	40	\$23.77	\$49,441.60
Sutton, Kimberly	D Clerk	12	\$8.03	\$5,010.72
Tachtiris, Jill	D Ref Spec 3	40	\$15.21	\$31,636.80
Thomas, Rayann	R Clerk	17.5	\$7.32/7.42	\$6,729.45
Thompson, Linda	D Asst 2	32	\$11.75	\$19,552.00
Tobias, Sue	R Asst Bus. Mgr	24	\$10.00/10.30	\$12,746.40
Vis, Virginia janitor	D Jan	20	\$12.17	\$12,656.80
Vis, Virginia clerk	D Clerk	20	\$8.94	\$9,297.60
NEW PAGE-DeM.	D Page	10	\$5.75/5.85/5.95	\$3,055.00
Widner, Melissa	R Spec 2	40	\$9.58/9.87	\$17,179.52
Woods, Margaret	R Spec 2	40	\$14.62	\$30,409.60
Wynkoop, Dorene	W Clerk	13	\$7.53	\$5,090.28

1/2/2007

Young, Ed	Courier Driver	10	\$10.30	\$5,356.00
Zavala, Julian	D Page	10	\$5.75/5.85/5.95/6.05	\$3,082.00
Zellon, Joe	D Jan/Mtnce	2.53	\$10.00	\$1,315.60
Zellon, Kathleen	D Clerk	12	\$7.76	\$4,842.24
PAGE - DEMOTTE	D Page	10	\$5.75/5.85/5.95	\$3,055.00
page (DRW -50 hrs ea)	Page	2.9	\$6.05	\$912.34
Clerk (D) - 4 hrs/wk	Clerk	4	\$8.25	\$1,716.00

TOTAL

\$917,471.67

Board Meeting Dates

2007

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DeMotte Librarian & Children's Specialist Annual Reports

Monday, December 10

Thursday, December 27 (Special Year End Meeting-time to be announced)

Holiday Schedule 2007

The Libraries will be closed on the following days:

New Year's Day: Monday, January 1
Memorial Day: Monday, May 28
Independence Day: Wednesday, July 4
Labor Day: Monday, September 3
Thanksgiving: Thursday, November 22
Christmas Eve: Monday, December 24
Christmas Day: Tuesday, December 25
New Year's Eve: Monday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2007.

Library Board Committees 2007

Budget Committee: Sue Deardorff, chair, Anne-Marie Egan, Jody Melton

Meets in July or early August to review next year's budget proposal prepared by library staff. Adjustments are made and committee presents final recommendation to the full board at the August meeting.

Director's Evaluation Committee: Natalie Waling, chair; Anne-Marie Egan, Jody Melton

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Natalie Waling, chair, Sue Deardorff, Tim Schultz

Sometimes meets in January to make changes to the Policy Review Schedule, to decide if new policies should be instituted during the year and schedule these, and to determine how to proceed during the remainder of the year. (This was deemed unnecessary in 2005.)

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: chair, Joan Floyd, chair, Tim Schultz, Mari Anne Sayler

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

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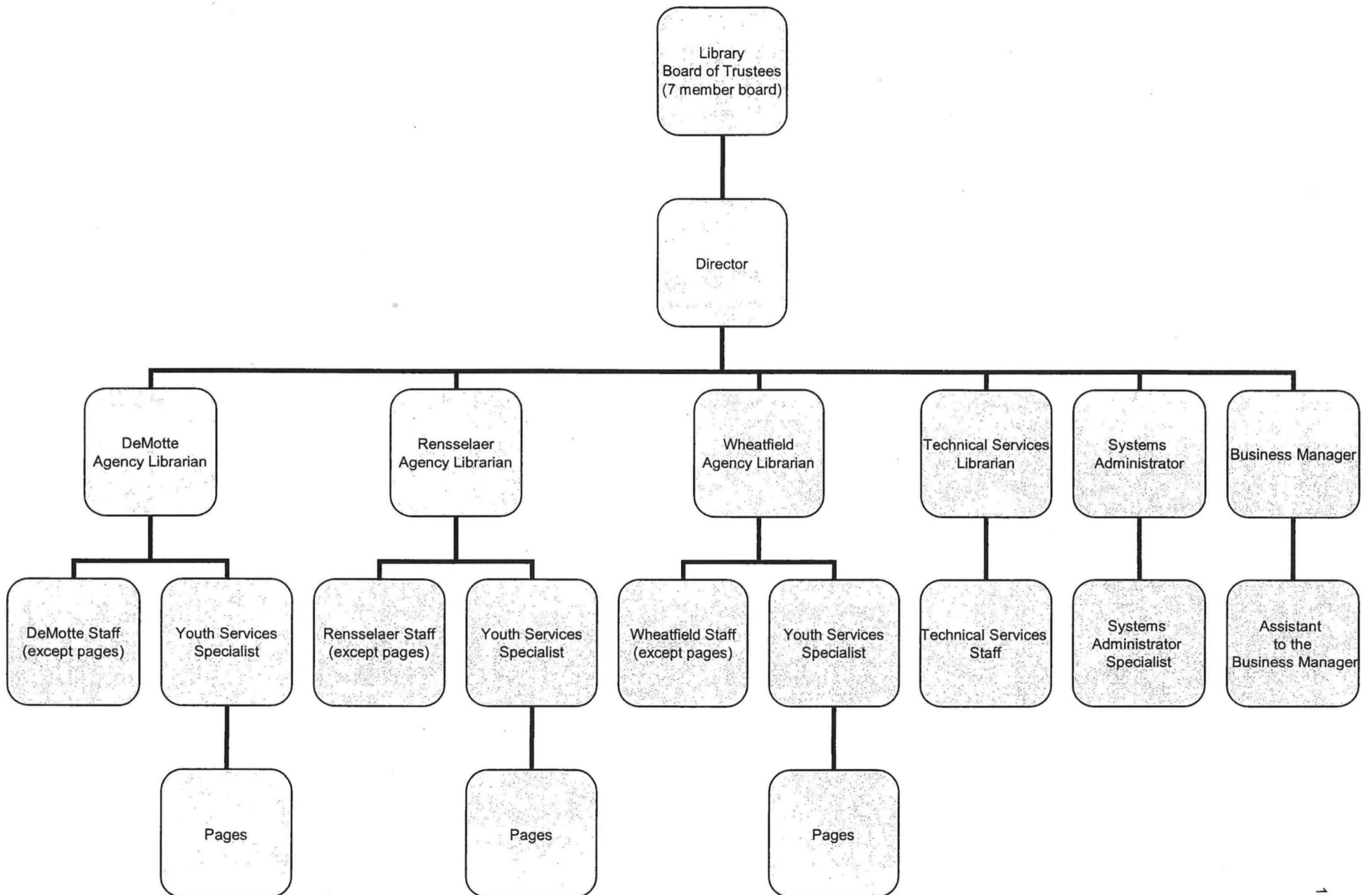
LIBRARY POLICY REVIEW SCHEDULE 2007

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	LCD Projector Policy	179
February:	Staff Code of Ethics	149
	Gift Policy	183
	Circulating CD Rom Policy	165
March:	Staff Complaint Policy	146
	FMLA Policy	171
	Microform Reader/Printer Policy	155
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Video/DVD Policy	107
	Internet Acceptable Use Policy	151
July:	Public Relations/Information Policy	97
	Public Records Policy	99-100
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
September:	Board/Staff Privileges	143-145
	Group Visit Policy	169
	Mission/Role/Values	87
October:	Public Forum Policy	137
	Library Credit Card Policy	180
	Harassment/Discrimination Policy	139
November:	Materials Selection Policy	93-96
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE 2008

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Fixed Asset Policy	181
	Circulating CD ROM Policy	165
February:	Holiday Policy	127
	Library Behavior Policy	141
March:	Public Purchase Policy	175
	Board Code of Ethics	147
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
July:	Reciprocal Borrowing Policy	159
	Fax Machine Policy	125
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
September:	Bylaws	81-86
	Mobile Computer Lab	185
October:	Reference Policy	135
	Computer/Typewriter Use Policy	123
November:	Meeting Room Policy	101-103
	Circulation Policy	161
December:	No policies reviewed	

JCPL Organizational Chart



EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
ARAMBULA, Luz Elena	Y.S. Specialist 3 - D				
BARDOCZI, Abigail M	Page - R				
BARTON, Angela	YS Asst - R				
BEEDLE, Marlene	Specialist 1 - D				
BLAKE, Barbara A.	Clerk, T.S. & Circ.- R				
BOISSY, Stephanie M	Page - D				
BRISTOL, Evelyn	Y.S. Asst. 2 - D				
BROWN, Glenda	Ref. Lib. Spec 2 - R				
CAPEHART, Nicole A	Clerk - R				
CARR, Renee	Specialist 1 - D				
CAVINDER, Rachael	Y.S. Specialist 3 - W				
CLY, (Anna) Chris	Clerk - TS				
De VRIES, Carolynn	Clerk & Assistant 1 - W				
DEL VECCHIO, Yvonne D	Spec Services Asst 1-D				
DELGER, Kimberly (Kim)	Assistant 2 - D				
DOUTHIT, Jennifer L.	T.S. Librarian 3 - R				
DURAN, Emily	Asst 2 - R				
ENGELMANN, Susan	Y.S. Specialist 3 - R				
EVANS, Michelle	Systems Admin Spec 1- R				
GARRETT, Marilyn	Page - R				
GRAY, Elizabeth	Clerk - R				
HAMEL, Theresa (Tess)	Library Spec 1 - R				
HANKINS, Kris	Assistant 2 -R				
HAVENS, Denise Y.	Clerk - D				
JONES, Jamie	Clerk- W				
JUNG, Gail	Business Manager - R				
KOOY, Diana	Agency Librarian 1 - W				
LAMBERT, Jean	Asst. Janitor -D				
MAXWELL, Sheila	Systems Admin - R				
MINIX, Marion	Janitor - W				
MOLENAAR, Mary	TS Assistant 2 - R				
OPOLSKI, Diane (Dee)	Library Assistant 2-W				
POORTENGA, Linda	Headquarters Librarian - R				
RANSFORD, Cynthia	Substitute Clerk - D				
RICE, Connie	Page-W				
SALYER, Beth	Clerk - R				
SCHUMACHER, Dawn	Asst. Janitor - W				

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
SHANKS, Leah	Page-W				
SHIELDS, Stephanie	Page - R				
SPEACHT, Nanette	Lib. Asst 1 - W		4		
STANDISH, Jack	Janitor/Maintenance - R				
STEELE, Robin L	Clerk -W				
STRINGFELLOW, Patty	Director - R				
SUTTON, Kimberly	Clerk - D				
TACHTIRIS, Jill	Ref. Specialist 2 - D				
THOMAS, Rayann	Clerk - R				
THOMPSON, Brenda	Agency Librarian 1 - D				
THOMPSON, Linda	Assistant 2 - W				
TOBIAS, Sue	Asst Business Manager				
VIS, Virginia (Ginger)	Janitor - W/D;Clerk- D				
WALKER, Lawana	Page - R				
WIDNER, Melissa	Library Specialist 1 - R				
WOODS, Margaret (Peggy)	T.S. Specialist 2 -R				
WYNKOOP, Dorene	Clerk - W				
YOUNG, Ed	Courier Driver				
ZAVALA, Julian	Page - D				
ZELLON, Joseph	Sub Janitor/Maintenance-D & W				
ZELLON, Kathleen	Clerk - D				
zz PAGER - Computer	Emergency				
zz PAGER (email or cell)	21694@pager.page-us.com				
zz SAYLER, Mari Anne	BOARD PRESIDENT				

JAN.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 8, 2007, 7pm
Rensselaer Public Library**

Board of Finance Meeting

Purpose

Annual Financial Report (R 8)	Information
Accounting Practices for 2007 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 11)	Action
Designate Newspapers for Publishing Notices (R 13)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of December Board Meeting
Bills/Financial Reports
Salary Ordinance for 2007 (R 7)
Policy Review (R 10)

General Business

2006 Payroll Issue (R 14)	Action
Building Insurance (R 14)	Action
Oath of Office for Treasurer and Assistant Treasurer (R 14)	Action
Committee Assignments (R 14)	Information
DeMotte Library Computer Monitor (R 14)	Discussion
DeMotte Library Outside Painting Color Choices (R 15)	Discussion

Director's Report (R 15-R 17) Information

Items for Future Agendas

Public Forum

Adjournment

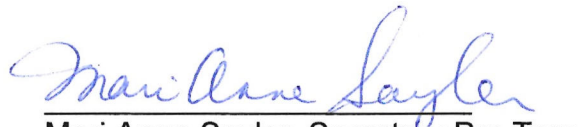
Minutes.....December 27, 2006
Meeting of the Jasper County Public Library Board 8:30 AM
Rensselaer Library

Present: Sue Deardorff, Natalie Waling, Mari Anne Sayler, Anne-Marie Egan, Patty Stringfellow

The Board unanimously approved year-end bills, 2006 Encumbrances in the Operating fund, and transfers in the Operating and Capital Projects Funds on a motion by A-M Egan, seconded by N. Waling.

With no further business, the meeting adjourned at 8:50 AM on a motion by Mari Anne Sayler.


Attest: Sue Deardorff


Mari Anne Sayler, Secretary Pro Tem

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

December 11, 2006
Rensselaer Library

Present: Michael Crawford, Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Susan Deardorff, Joan Floyd, Natalie Waling, Patricia Stringfellow, & Gail Jung.

Agenda & Consent Agenda Approval: A-M Egan, seconded by M Sayler, approved The Agenda and Consent Agenda items, Minutes of the November Board Meeting, November bills and financial reports, December Check Register, and Salary Ordinance Update, on a motion. Motion passed unanimously.

2007 Officers: On a motion by A-M Egan, seconded by S. Deardorff, the board approved the slate of officers as presented. President – M. Sayler; Vice-President – T. Schultz; Secretary – S. Deardorff; Treasurer – N. Waling; Asst. Treasurer – A-M Egan. Motion passed unanimously.

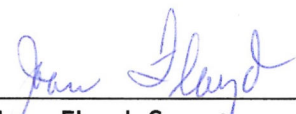
LIRF Transfer: The 2006 Operating Fund budgeted \$100,000 for the Transfer to LIRF (3.94) appropriation. S. Deardorff moved, seconded by A-M Egan, to transfer to LIRF \$70,000 as recommended. All were in favor. The unused portion will help in providing sufficient cash flow to start 2007.

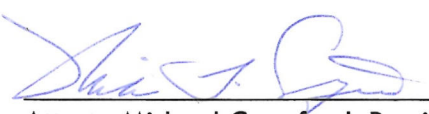
2007 Salary Increases: The Board must decide upon a percentage increase in salaries for 2007. The 2007 Operating Personal Services budget is sufficient to allow up to a 4% wage increase. Final figures for unemployment compensation & health insurance came in below the budgeted amount. S. Deardorff moved, seconded by J. Floyd, to approve a 3% raise. The board discussed the percentages other surrounding libraries were getting (3 & 4%) and cost-of-living increase. A-M Egan suggested offering a 4% raise while the library is able to afford it. Motion for 3% increase passed by a vote of 5 to 1.

Year-End Meeting: The final board meeting of 2006 to approve transfers, encumbrances, and bills is set for Wednesday, December 27, 2006 at 8:30 AM in the Lynn Daugherty Meeting Room at Rensselaer Library. A-M Egan, M. Sayler, N. Waling, and S. Deardorff plan on attending.

Director's Notes: The City of Rensselaer will replace the 14 yr old memorial Tulip Tree they cut down which the city claims was infringing on the power lines. Additional donations have recently been pledged toward the purchase of two microfilm machines. The library has diligently been seeking outside donations and grants and appears to have about reached our goal. Snow fence has been installed at Wheatfield Library.

Adjournment: With no further matters for discussion, J. Floyd moved to adjourn at 7:47 PM.


Joan Floyd, Secretary


Attest: Michael Crawford, President

December 2006

December 2006

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	60,556	59,669	37,261
Circulation Increase/Decrease	-10.4%	-3.1%	-7.6%
XX XXXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2005	2006	% change
Current month's Circulation	19,993	18,611	-6.9%
Jan. to date circulation	297,337	299,114	0.6%

[illegible]

CIRCULATION BY HOLDINGS CODE
December 2006

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	4			4
Award Winner JFIC (DAJFIC)	7	1		8
Award Winner JNF (DAJNF)	1			1
Award Winner JPFIC (DAJBPF)	2			2
Award Winner YAFIC (DAYAF)	2			2
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	36	2	3	41
Books on CD (DBKCD)	83	3	2	88
Books on Tape (DBKT)	27	1	1	29
Compact Disc (DCD)	327	8	1	336
DVD	993	6	9	1008
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	43			43
Fiction (DFIC)	1137	53	17	1207
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	945			945
Juv. Biography (DJBIO)	28	3		31
Juv. Book on CD (DJBKCD)	8	1		9
Juv. Book on Tape (DJBKT)	16	2		18
Juv. Compact Disc (DJCD)	36			36
Juvenile Easy (DJE)	517	8	4	529
Juv. Easy Reader (DJER)	199			199
Juv. Fiction (DJFIC)	270	7	5	282
Juv. Holiday books (DJHOL)	35		4	39
Juv. Magazine (DJMAG)	33			33
Juv. Music Cassette (DJMC)	1			1
Juv. Nonfiction (DJNF)	415	9	7	431
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)	47	4	4	55
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	70	4		74
Large Print Nonfic (DLPNF)	4			4
Magazine (DMAG)	709		7	716
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	591	38	38	667
Nonfiction VHS (DNFVHS)	26	3		29
Professional Coll. (DPROF)			1	1
Parent Shelf Juv. Fic (DPSJFic)	1			1
Parent Shelf Juv. NF (DPSJNF)				0
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	4	1		5
Software (DSWAR)	50	1		51
Vertical File (DVF)	3			3
VHS	346	8	1	355
YA Biography (DYAB)				0
YA Books on CD (DYABKCD)	3			3
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	61	2	1	64
YA Nonfiction (DYANF)	31	1	3	35
YA Paperback Fic (DYAPBF)	61	2	4	67
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)		5		5
Award Winner JFIC (RAJFIC)				0
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)				0
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	4	58	1	63
Books on CD (RBKCD)	1	118		119
Books on Tape (RBKT)	1	64	4	69
Compact Disc (RCD)	13	304	5	322
DVD	3	1628	8	1639
Equipment (REQP)		20		20
See librarian (RERR)				0
Express Book (REXP)		60		60
Fiction (RFIC)	25	912	19	956
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		2178		2178
Juv. Biography (RJBIO)	4	22		26
Juv. Book on CD (RJBKCD)		5		5
Juv. Book on Tape (RJBKT)		10		10
Juv. Compact Disc (RJCD)		10		10
Juvenile Easy (RJE)	6	778	2	786
Juv. Easy Reader (RJER)		123		123
Juv. Fiction (RJFIC)	5	226	3	234
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		6		6
Juv. Music Cassette (RJMC)				0
Juv. Nonfiction (RJNF)	18	317	7	342
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)		33	1	34
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	7	106	2	115
Large Print Nonfic (RLPNF)		6		6
Magazine (RMAG)	2	161	1	164
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	36	624	23	683

Nonfiction VHS (RNFVHS)	4	62		66
Professional Coll. (RPRO)	1			1
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)				0
Parent Shelf Ref (PREF)				0
Reference (REF)		4		4
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	23	1	25
Software (RSWAR)		62		62
Vertical File (RVF)		2		2
VHS	13	557	2	572
YA Biography (RYAB)		7		7
YA Books on CD (RYABKCD)		4	2	6
YA Books on Tape (RYABKT)		7		7
YA Fiction (RYAF)	4	125	1	130
YA Nonfiction (RYANF)		36		36
YA Paperback Fic (RYAPBF)	2	30		32
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	1	7	25	33
Books on CD (WBKCD)	1	8	113	122
Books on Tape (WBKT)		5	19	24
Compact Disc (WCD)	8	10	210	228
DVD	6	6	897	909
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			50	50
Fiction (WFIC)	50	31	578	659
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			819	819
Juv. Biography (WJBIO)	10	2	9	21
Juv. Book on CD (WJBKCD)	4	1	10	15
Juv. Book on Tape (WJBKT)	1	1	8	10
Juv. Compact Disc (WJCD)	1		15	16
Juvenile Easy (WJE)	18	4	503	525
Juv. Easy Reader (WJER)	3		117	120
Juv. Fiction (WJFIC)	11	3	194	208
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			27	27
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	17	15	246	278
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	2	4	21	27
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1	1	13	15
Large Print Nonfic (WLPNF)			1	1
Magazine (WMAG)			183	183
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	20	21	317	358
Nonfiction VHS (WNFVHS)		1	35	36
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			4	4
Software (WSWAR)		2	61	63
Vertical File (WVF)				0
VHS	2	4	330	336
YA Biography (WYAB)			1	1
YA Books on CD (WYABKCD)		1	10	
YA Books on Tape (WYABKT)			1	1
YA Fiction (WYAF)	10	4	66	80
YA Nonfiction (WYANF)	3		30	33
YA Paperback Fic (WYAPBF)			5	5
TOTAL	7493	8994	5115	21591

CIRCULATION BY HOLDINGS CODE
December 2006

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	0	0	2
Award Winner JE (AJE)	4	5	2	11
Award Winner JFIC (AJF)	7	1	1	9
Award Winner JNF (AJNF)	1	1	0	2
Award Winner JPFIC (AJPF)	2	1	0	3
Award Winner YAFIC (AYAF)	2	0	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	41	67	29	137
Books on CD (BKCD)	85	129	115	329
Books on Tape (BKT)	28	77	24	129
Compact Disc (CD)	348	322	216	886
DVD	1002	1640	914	3556
Equipment (EQP)	0	20	0	20
See librarian (ERR)	0	0	0	0
Express Book (EXP)	43	60	50	153
Fiction (FIC)	1212	996	614	2822
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0

Internet (INTR)	945	2178	819	3942
Juv. Biography (JBIO)	42	27	9	78
Juv. Book on CD (JBKD)	12	7	10	29
Juv. Book on Tape (JBKT)	17	13	8	38
Juv. Compact Disc (JCD)	37	10	15	62
Juvenile Easy (JE)	541	790	509	1840
Juv. Easy Reader (JER)	202	123	117	442
Juv. Fiction (JFIC)	286	236	202	724
Juv. Holiday (JHOL)	35	0	4	39
Juv. Magazine (JMAG)	33	6	27	66
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	450	341	260	1051
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	49	41	26	116
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	78	111	15	204
Large Print Nonfic (LPNF)	4	6	1	11
Magazine (MAG)	711	161	191	1063
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	647	683	378	1708
Nonfiction VHS (NFVH)	30	66	35	131
Professional Coll. (PROF)	1	0	1	2
Parent Shelf Juv. Fic (PJF)	1	0	0	1
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	39	52	8	99
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	24	5	34
Software (SWAR)	50	65	61	176
Vertical File (VF)	3	2	0	5
VHS	361	569	333	1263
YA Biography (YAB)	0	7	1	8
YA Books on CD (YABKCD)	3	5	12	9
YA Books on Tape (YABKT)	0	7	1	8
YA Fiction (YAF)	75	131	68	274
YA Nonfiction (YANF)	34	37	33	104
YA Paperback Fic (YAPBF)	63	32	9	104
				0
Free reads	175	614	60	849
Games/Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	7707	9663	5183	22542

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1508	1781	739	4028
Nonfiction	737	832	422	1991

CHILDREN'S BOOKS

Fiction	1092	1197	857	3146
Nonfiction	530	369	273	1172
YA BOOKS				
Fiction	140	163	77	380
Nonfiction	34	44	34	112
Magazines, Adult	711	161	191	1063
Magazines, Children	33	6	27	66
Games, Toys	0	0	0	0
Sound Recordings, adult	464	540	368	1372
Sound Recordings, ch	67	30	33	130
Online databases	0	0	0	0
Software	50	65	61	176
Vertical file	3	2	0	5
VHS/DVD	1393	2275	1282	4950
Equipment	0	20	0	20
Total	6762	7485	4364	18611
 A-V Circulation	 1974	 2910	 1744	 6628
A-V Circulation as % of total	29.2%	38.9%	40.0%	35.6%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

December 2006

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	138	30	161	35	156	34	455	99
LOCAL HISTORY								
In person	2	1	8	2		0	10	3
Letters written		0	2	2		0	2	2
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	945	39	2178	91	819	34	3942	164
Computer software used	76	6	164	14	53	4	293	24
VCR Use		0	3	0		0	3	0
Microforms	3	0	17	2		0	20	3
CD ROM/Online databases	31	3	329	27	111	9	471	39
Typewriter use		0		0	1	0	1	0
Other equipment used		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities		0	2	1		0	2	1
Notarized documents	6	2		0		0	6	2
Meeting Room Use (no. of groups)	48	16	20	7	24	8	92	31
Study room use	18	2	49	4	15	1	82	7
Proctoring	2	1	1	1		0		0
Tax Forms distributed		0		0		0	0	0
Pull Requests		0		0		0	0	0
IN-HOUSE USE ITEMS	58		263		153		474	
WIRELESS USE via patron owned pcs	8		7		4		19	
INTERLIBRARY LOANS								
Requests made for:	40	10	49	12	6	2	95	24
Items rec'd for:	39	20	48	24	8	4	95	48
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7415	7802	3807	19024
Non-resident, paying	1	8	0	9
PLAC card users	0	1		1

Reciprocal borrowers
(Hispanic cards issued)

R 6

389	313	66	768
			0

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages		0		0		0	0	0
Children's Programs (0-13)	4	24	13	78	6	36	23	138
Number attending	353		141		105		599	
YA Programs (14-17)		0	2	12	0	0	2	12
Number attending			14		0		14	
Adult Programs		0	4	24	0	0	4	24
Number attending	135		71		13		219	
Senior Citizen Programs		0	2	12	2	12	4	24
Number attending			18		12		30	
Total Number of Programs	4	24	21	126	8	48	33	198
Total Persons Attending	488		244		130		862	
Total Attending Same Month Last Yr.	330		114		84		528	
Total Staff Hours Spent		153		348		144		644
Total Number of In-House Programs	1		18		7		26	
Total Attendance	339		194		52		585	
Total Number of Outreach Programs	3		3		1		7	
Total Attendance	149		50		78		277	

CIRCULATION BY PATRON CODE

PATRONS

	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5067	75.4%	5727	77.1%	3212	73.7%	14006	75.7%
Corporate	0	0.0%	41	0.6%	0	0.0%	41	0.2%
Juvenile 0-11	571	8.5%	565	7.6%	419	9.6%	1555	8.4%
Nonresident No Fee	28	0.4%	114	1.5%	131	3.0%	273	1.5%
Nonresident Fee		0.0%	5	0.1%	0	0.0%	5	0.0%
Reciprocal	251	3.7%	224	3.0%	64	1.5%	539	2.9%
School	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College	0	0.0%	53	0.7%	0	0.0%	53	0.3%
State Library Card	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Staff	487	7.2%	382	5.1%	343	7.9%	1212	6.5%
Walking books	27	0.4%	37	0.5%	0	0.0%	64	0.3%
YA 12-17	119	1.8%	89	1.2%	59	1.4%	267	2.6%

YA-AV	173	2.6%	187	2.5%	128	2.9%	488	2.6%
Total	6723		7430		4356		18509	
All items borrowed by nonresidents	279	4.1%	402	5.4%	195	4.5%	876	4.7%

2007 Salary Ordinance

Name	Classif.	Hrs/ Week	Hourly Rate	Gross Annual Salary
Arambula, Luz	D Spec 3	35	\$12.12/\$12.48	\$22,549.80
Bardozi, Aby	R Page	11	\$5.75/5.85/5.95/6.05	\$3,371.20
Barton, Angela	R Page	10	\$5.85/5.95/6.05	\$3,162.50
Beedle, Marlene	D Spec 1	32	\$14.38	\$23,928.32
Blake, Barbara	R Clerk	13	\$7.32/7.42	\$4,984.72
Bristol, Evie	D Asst 2	35	\$9.44	\$17,180.80
Brown, Glenda	R Ref Spec 2	40	\$15.21	\$31,636.80
Capehart, Nicole	R Clerk	12	\$7.12/7.22/7.32/7.42	\$4,542.48
Carden, Rebecca	D Lib 3	40	\$18.31	\$38,084.80
Carr, Renee	D Spec 1	10	\$14.97	\$7,784.40
Cavinder, Rachael	W Spec 3	35	\$14.06	\$25,589.20
Cly, Chris	R Clerk	8	\$9.80	\$4,076.80
DeVries, Carolyn	W Clerk	14	\$7.53	\$5,481.84
DeVries, Carolyn	W Asst 1	5	\$8.03	\$2,087.80
Del Vecchio, Yvonne	D Asst 1	32	\$8.50/8.60/8.70/8.80	\$14,400.00
Delger, Kim	D Asst 2	32	\$9.88	\$16,440.32
Douthit, Jennifer	R Lib 3	40	\$20.81	\$43,284.80
Duran, Emily	R Asst 2	40	\$12.45	\$25,896.00
Engelmann, Susan	R Lib 1	35	\$13.58/13.99	\$24,902.15
Evans, Michelle	R Asst 2	24	11.00/11.33	\$13,775.52
Garrett, Marilyn	R Page	9	\$6.05	\$2,831.40
Gray, Elizabeth	R Clerk	12	\$7.76	\$4,842.24
Hamel, Tess	R Asst 1	35	\$7.92/8.02/8.12	\$14,652.40
Hankins, Kris	R Asst 2	40	\$12.83	\$26,686.40
Havens, Denise	D Clerk	12	\$8.50	\$5,304.00
Jones, Jamie	W Clerk	13	\$7.76	\$5,245.76
Jung, Gail	R Bus. Mgr	40	\$17.80	\$37,024.00
Kooy, Diana	W Lib 1	36	\$18.43	\$34,505.45
Lambert, Jean	D Asst Jan	10	\$9.04	\$4,700.80
Maxwell, Sheila	R Sys Adm	40	\$22.59	\$46,987.20
Minix, Marion	W Jan	15	\$9.55	\$7,449.00
Molenaar, Mary	R Asst 2	40	\$10.08	\$20,966.40
Opolski, Diane	W Asst 2	32	\$12.89	\$21,448.96
Poortenga, Linda	R Lib 3	40	\$18.27/18.82	\$39,101.60
Ransford, Cynthia	D Sub Clerk	-	\$7.70	\$0.00
Rice, Connie	W Page	9	\$5.85/5.95/6.05	\$2,788.20
Salyer, Beth	R Clerk	15.5	\$9.55	\$7,697.30
Schleman, Amber	R Page	10	\$5.75/5.85/5.95/6.05	\$3,061.00
Schulenberg, Sharon	R Sp. Serv 3	35	\$16.95	\$30,849.00
Schumacher, Dawn	W Asst Jan	11	\$9.04	\$5,170.88
Shanks, Leah	W Page	9	\$5.85/5.95/6.05	\$3,094.00
Speacht, Nanette	W Clerk	24	\$10.15	\$12,667.20
Stalbaum, David	W Jan/Mtnce	0.5	\$10.00	\$260.00
Standish, Jack	R Jan/Mtnce	26	\$14.62	\$19,766.24
Steele, Robin	W Clerk	12	\$7.42	\$4,630.08
Stringfellow, Patty	Director	40	\$23.77	\$49,441.60
Sutton, Kimberly	D Clerk	12	\$8.03	\$5,010.72

Tachtiris, Jill	D Ref Spec 3	40	\$15.21	\$31,636.80
Thomas, Rayann	R Clerk	17.5	\$7.32/7.42	\$6,729.45
Thompson, Linda	D Asst 2	32	\$11.75	\$19,552.00
	R Asst Bus.			
Tobias, Sue	Mgr	24	\$10.00/10.30	\$12,746.40
Vis, Virginia janitor	D Jan	20	\$12.17	\$12,656.80
Vis, Virginia clerk	D Clerk	20	\$8.94	\$9,297.60
NEW PAGE-DeM.	D Page	10	\$5.75/5.85/5.95	\$3,055.00
Widner, Melissa	R Spec 2	40	\$9.58/9.87	\$17,179.52
Woods, Margaret	R Spec 2	40	\$14.62	\$30,409.60
Wynkoop, Dorene	W Clerk	13	\$7.53	\$5,090.28
	Courier			
Young, Ed	Driver	10	\$10.30	\$5,356.00
Zavala, Julian	D Page	10	\$5.75/5.85/5.95/6.05	\$3,082.00
Zellon, Joe	D Jan/Mtnce	2.53	\$10.00	\$1,315.60
Zellon, Kathleen	D Clerk	12	\$7.76	\$4,842.24
PAGE - DEMOTTE	D Page	10	\$5.75/5.85/5.95	\$3,055.00
page (DRW -50 hrs				
ea)	Page	2.9	\$6.05	\$912.34
Clerk (D) - 4 hrs/wk	Clerk	4	\$8.25	\$1,716.00

TOTAL

\$917,974.71

We have examined and approved the year 2007 Jasper County Public Library Salary Ordinance. Dated January 8, 2007.

[Signature] *Jean G. Floyd*

Kathleen Welling *Imogene N. Schultz*

Susan A. Dear *Ann-Marie Egan*

Maw Anne Saylor

Director's Financial Report 2006

Financially speaking, the library is in good shape after a year under a new director. We began 2006 with \$1,287,930.73 in all funds. At the end of the year we had a balance of \$1,395,504.56. Our receipts surpassed expenditures for the Operating Fund by \$24,800. This gives us a good cushion for cash flow until CAGIT money is received the first of May.

We spent 92.6% of our Operating Fund budget leaving a balance of \$142,688.10. This is ideally the percentage we need to spend to maintain a healthy cash flow

We invested in numerous CD's ranging from 4.0%-5.41% interest adding \$19,620.31 (\$7636.76-Construction interest) to the coffers. The Investment Report is included in the January Financial Reports in your board packet.

We retired our Bond of 1991 making the last payment in December. We transferred \$70,000 into LIRF for a balance of \$143,916.56.

Construction Fund has \$195,237.94 after expenditures for the retention ponds, fencing around dumpster, irrigation improvements, more handicap parking spaces, small equipment, artifacts case, etc. totaling \$52,540.58. We still have signage, carpet cleaner, completion of the exterior stone clean-up, Meeting Room TV, and a few odds & ends to purchase in 2007.

CPF shows a balance of \$156,035.66 for future allocations per the CPF Plan. A new fund was added per State Library instructions for State Technology Grant monies (Internet connections).

We were audited by the State Board of Accounts this year. The official audit report indicates that their examination disclosed no material items that warrant comment at this time.

The library has always been fiscally responsible in keeping costs in line. We will continue to monitor expenditures while maintaining top-notch service for our patrons in the year ahead.

Accounting Practices for 2007

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) and the Construction Fund will each be separately invested and interest credited back to the same account. Capital Projects Fund Interest will be credited to the Capital Projects Fund.

Anne-Marie Egan will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. She will be authorized to sign checks in the absence of the Treasurer.

DeMotte State Bank and Alliance Bank are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

LCD Projector Policy

1. Groups which have reserved JCPL's meeting rooms may use the library's LCD projector at no cost.
2. The LCD Projector may be used in any of the meeting rooms of the DeMotte, Wheatfield, or Rensselaer libraries.
3. It may also be rented for use outside the library, with a deposit of \$100 and a \$10.00 fee per day. The \$100 deposit will be refunded as soon as staff determine that all pieces have been returned and the equipment is not damaged. As with all library equipment, the person renting the equipment must be at least 18 years old, a JCPL cardholder in good standing and must sign an agreement to pay for any damage to the equipment incurred during the time it is out of the library's possession.
4. The LCD Projector will be reserved on a first come first served basis. It may be borrowed for a period of 24 hours only unless special arrangements have been made through the agency librarian.
5. Individuals using the projector must provide their own laptop or desktop computer.
6. Individuals using the projector must know how to use the equipment. If they do not, they will be required to make an appointment with staff prior to day of use. At this appointment a preliminary setup and test will be done to ensure that users understand how to connect their computer to the projector and how to make necessary changes to settings.
7. Projector users are responsible for repair or replacement costs of any projector component beyond normal wear.
8. All library staff have been trained in projector use and simple troubleshooting procedures. For problems that go beyond their level of expertise, a user's manual and toll-free number for assistance will be made available.

2/2000; last revised 2/03; 2/05; revised 1/07

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(b).

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 8th day of January, 2007.

NAY

AYE



 Natalie Lebling

 Susan Deardorff

 Marianne Saylor

 Joan C. Haydon

 Timothy N. Smith

 Anne Marie Egan

ATTEST:



 Secretary of Appropriating Body

JCPL FINANCIAL STATEMENT

F1

December 31, 2006

	<u>Beginning 2006 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$750,185.44	\$210,243.97	\$1,773,088.22	\$129,116.20	\$1,797,881.61	\$774,978.83
Includes Investments of:						
Public Library Access Card Fund	\$56.00	\$0.00	\$149.00	\$0.00	\$124.00	\$31.00
Gift Fund	\$6,772.23	\$744.22	\$10,561.20	\$1,601.00	\$11,377.22	\$7,588.25
DeMotte	\$909.76	\$118.69	\$2,496.67	\$251.00	\$2,809.42	\$1,222.51
Rensselaer	\$4,816.63	\$121.57	\$7,058.80	\$1,400.00	\$7,898.63	\$5,656.46
Wheatfield	\$1,045.84	\$503.96	\$1,005.73	(\$50.00)	\$669.17	\$709.28
Library Improvement Reserve Fund	\$129,766.91	\$0.00	\$58,745.00	\$70,239.20	\$72,894.65	\$143,916.56
Includes Investments of:						
Bond & Interest Redemption Fund	\$79,992.68	\$434,490.00	\$606,656.95	\$66,951.71	\$585,238.71	\$58,574.44
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,763.00
Transfer from OPER Fund						
Capital Projects Fund	\$5,517.23	\$17,121.47	\$49,167.92	\$24,387.41	\$199,686.35	\$156,035.66
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,295.90	\$0.00	\$1,295.90	\$0.00
State Technology Fund Grant Fund	\$0.00	\$2,135.98	\$2,135.98	\$4,871.95	\$4,871.95	\$2,735.97
Levy Excess Fund	\$34,859.22	\$0.00	\$18,865.00	\$0.00	\$0.00	\$15,994.22
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$238,983.62	\$3,359.98	\$52,540.58	\$1,701.35	\$8,794.90	\$195,237.94
Includes Investments of:						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,629.80	\$67,888.00	\$5,629.80	\$67,888.00	\$0.00
FICA Tax Collected	\$0.00	\$5,356.72	\$64,862.69	\$5,356.72	\$64,862.69	\$0.00
State Tax Collected	\$2,365.91	\$2,522.88	\$29,627.76	\$2,504.39	\$29,766.24	\$2,504.39
County Tax Collected	\$768.43	\$963.01	\$10,237.79	\$955.11	\$10,424.52	\$955.16
Deferred Comp.	\$0.00	\$2,470.00	\$39,767.86	\$2,470.00	\$39,767.86	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,249.88	\$47,383.70	\$3,417.07	\$47,395.19	\$11.49
Employee Life Insur.	\$0.00	\$96.80	\$1,169.29	\$96.80	\$1,169.29	\$0.00
Employee P.E.R.F.	\$7,690.06	\$0.00	\$27,895.70	\$1,870.93	\$26,173.29	\$5,967.65
Garnishments		\$0.00	\$142.22	\$0.00	\$142.22	\$0.00
Credit Union	\$0.00	\$3,829.90	\$44,220.10	\$3,829.90	\$44,220.10	\$0.00
EIC	\$0.00	(\$44.91)	(\$646.82)	(\$44.91)	(\$646.82)	\$0.00
TOTAL ALL FUNDS.....	\$1,287,930.73	\$692,169.70	\$2,905,754.04	\$324,954.63	\$3,013,327.87	\$1,395,504.56

Bank Balances***Jasper County Public Library******Report as of: 12/29/2006***

<i>Bank</i>		
1	Alliance Bank	\$1,053,565.03
2	Demotte State Bank	\$2,575.03
3	Alliance Bank-LIRF Acct	\$143,916.56
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$195,237.94
7	Alliance-Lee Co. (Escrow)#0326100	\$0.00
8	Fifth-Third CD #034- 0564867304	\$0.00
9	Alliance Construction CD#3010872	\$0.00
10	Lafayette Bank & Trust CD#108508	\$0.00
11	Lafayette Bank & Trust CD#108509	\$0.00
17	Alliance Constr. (91-Day) CD#3009297	\$0.00
18	Rensselaer Banking Ctr CD#40039478	\$0.00
<i>Total all banks =</i>		<i>\$1,395,504.56</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENTS - 2006

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

03/01/06	3009297	Alliance Bank	91 days	\$125,000	4.00%	CONSTRUCTION	11/30/2005	\$1,293.22	
6/2/2006	#034-0564867304	Fifth-Third Bank	91 days	\$175,000	4.60%	CONSTRUCTION	3/3/2006	\$2,006.99	
8/17/2006	108508	LB&T	90 days	\$500,000	5.10%	OPER	5/19/2006	\$6,324.65	
10/2/2006	3010872	Alliance Bank	122 days	\$150,000	5.27%	CONSTRUCTION	6/2/2006	\$2,642.22	
11/15/2006	108509	LB&T	180 days	\$225,000	5.10%	BIRF	5/19/2006	\$5,658.90	
12/7/2006	400039478	Rens. Banking Ctr	65 days	\$175,000	5.41%	CONSTRUCTION	10/3/2006	\$1,694.33	
								\$19,620.31	

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 12/1/2006 To 12/31/2006

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.1 SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 SALARY OF LIBRARIAN	\$47,008.00	\$2,419.06	\$49,427.06	\$4,000.54	\$49,427.06	\$0.00	100.0
1.12 SALARY OF ASSISTANTS	\$800,477.00	\$0.00	\$800,477.00	\$65,489.89	\$798,569.71	\$1,907.29	99.8
1.13 WAGES OF JANITORS	\$52,756.00	(\$4,679.81)	\$48,076.19	\$3,949.05	\$47,064.14	\$1,012.05	97.9
1.21 EMPLOYER'S SHARE-FICA	\$65,531.00	\$9.18	\$65,540.18	\$5,356.72	\$64,862.69	\$677.49	99.0
1.22 UNEMPLOYMENT COMPENSATION	\$7,805.00	\$1.32	\$7,806.32	\$0.00	\$4,189.76	\$3,616.56	53.7
1.23 EMPLOYER'S CONTRIB.- PERF	\$50,536.00	\$0.00	\$50,536.00	\$0.00	\$50,321.58	\$214.42	99.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$73,562.00	\$2,260.75	\$75,822.75	\$6,030.60	\$75,822.75	\$0.00	100.0
1.31 OTHER PERSONAL SERVICES	\$0.00	\$120.00	\$120.00	\$0.00	\$120.00	\$0.00	100.0
Subtotal	\$1,097,675.00	\$130.50	\$1,097,805.50	\$84,826.80	\$1,090,377.69	\$7,427.81	99.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$800.00	(\$576.99)	\$223.01	\$71.98	\$223.01	\$0.00	100.0
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$362.43	\$87.57	80.5
2.13 OTHER OFFICE SUPPLIES	\$9,000.00	\$2,165.98	\$11,165.98	\$336.01	\$11,165.98	\$0.00	100.0
2.21 CLEANING & SANITATION SUPPLIES	\$3,700.00	\$645.21	\$4,345.21	\$370.70	\$4,345.21	\$0.00	100.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	(\$1,866.11)	\$2,133.89	\$481.12	\$2,133.89	\$0.00	100.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$612.49	\$887.51	40.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.33 REPAIR PARTS	\$300.00	\$135.21	\$435.21	\$0.00	\$435.21	\$0.00	100.0
2.41 LIBRARY SUPPLIES	\$11,500.00	(\$503.30)	\$10,996.70	\$752.62	\$9,904.84	\$1,091.86	90.1
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$27.90	\$30.37	\$169.63	15.2
Subtotal	\$31,550.00	\$0.00	\$31,550.00	\$2,040.33	\$29,213.43	\$2,336.57	92.6
<i>3. Other Services and Charge</i>							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$4,600.00	\$26,144.26	\$30,744.26	\$805.00	\$30,744.26	\$0.00	100.0
3.21 TELEPHONE	\$5,800.00	\$446.76	\$6,246.76	\$194.90	\$5,981.57	\$265.19	95.8
3.22 POSTAGE	\$5,200.00	\$0.00	\$5,200.00	\$64.95	\$5,151.79	\$48.21	99.1
3.23 MILEAGE	\$8,800.00	\$6,069.52	\$14,869.52	\$1,914.94	\$14,869.52	\$0.00	100.0
3.24 PROFESSIONAL MEETINGS	\$7,800.00	\$331.52	\$8,131.52	\$546.33	\$8,131.52	\$0.00	100.0
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$135.60	\$1,175.60	\$824.40	58.8
3.26 NETWORKING	\$7,300.00	\$2,647.98	\$9,947.98	\$605.98	\$5,101.45	\$4,846.53	51.3
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$767.11	\$732.89	51.1
3.32 OTHER PRINTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$125.00	\$675.00	\$0.00	\$355.88	\$319.12	52.7
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$37,000.00	(\$9,577.59)	\$27,422.41	\$0.00	\$26,599.00	\$823.41	97.0
3.51 GAS	\$62,000.00	\$0.00	\$62,000.00	\$3,808.43	\$28,017.71	\$33,982.29	45.2
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$4,378.75	\$57,874.34	\$2,125.66	96.5
3.53 WATER	\$1,200.00	\$0.00	\$1,200.00	\$101.60	\$1,108.45	\$91.55	92.4
3.54 WASTE DISPOSAL SERVICES	\$3,200.00	\$137.83	\$3,337.83	\$340.68	\$3,337.83	\$0.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.61 BUILDING & STRUCTURES	\$62,000.00	\$1,966.60	\$63,966.60	\$12,208.27	\$44,054.34	\$19,912.26	68.9
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$314.22	\$685.78	31.4
3.72 EQUIPMENT RENTALS	\$225.00	\$14.40	\$239.40	\$9.95	\$239.40	\$0.00	100.0
3.91 DUES	\$1,900.00	\$140.13	\$2,040.13	\$100.00	\$2,040.13	\$0.00	100.0
3.93 TAXES & ASSESSMENTS	\$260.00	\$30,426.89	\$30,686.89	\$0.00	\$30,686.89	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$70,000.00	\$70,000.00	\$30,000.00	70.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$33.18	\$133.18	\$0.00	\$133.18	\$0.00	100.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$61,129.00	\$0.00	\$61,129.00	\$1,231.70	\$49,070.27	\$12,058.73	80.3
Subtotal	\$434,184.00	\$58,906.48	\$493,090.48	\$96,447.08	\$385,954.46	\$107,136.02	78.3
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$47,300.00	\$47,300.00	\$0.00	\$47,300.00	\$0.00	100.0
4.4 FURNITURE & EQUIPMENT	\$7,950.00	\$476.34	\$8,426.34	\$1,566.83	\$5,188.93	\$3,237.41	61.6
4.51 Books	\$139,000.00	\$0.00	\$139,000.00	\$18,017.86	\$126,651.27	\$12,348.73	91.1
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$1,322.90	\$18,958.68	\$2,741.32	87.4
4.53 NONPRINTED MATERIALS	\$68,104.00	\$8,800.00	\$76,904.00	\$6,022.17	\$69,443.76	\$7,460.24	90.3
Subtotal	\$236,754.00	\$56,576.34	\$293,330.34	\$26,929.76	\$267,542.64	\$25,787.70	91.2
Grand Total	\$1,800,163.00	\$115,613.32	\$1,915,776.32	\$210,243.97	\$1,773,088.22	\$142,688.10	92.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 12/1/2006 To 12/31/2006

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,130.50	\$69.50	94.2
3.81 PAYMENT OF BONDS	\$420,000.00	\$0.00	\$420,000.00	\$420,000.00	\$420,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$139,610.00	\$0.00	\$139,610.00	\$14,490.00	\$139,610.00	\$0.00	100.0
3.93 TAXES & ASSESSMENTS	\$0.00	\$45,916.45	\$45,916.45	\$0.00	\$45,916.45	\$0.00	100.0
Subtotal	\$560,810.00	\$45,916.45	\$606,726.45	\$434,490.00	\$606,656.95	\$69.50	100.0
Grand Total	\$560,810.00	\$45,916.45	\$606,726.45	\$434,490.00	\$606,656.95	\$69.50	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 12/1/2006 To 12/31/2006

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge								
3.14	OTHER PROFESSIONAL SERVICES	\$0.00	\$11,445.00	\$11,445.00	\$0.00	\$11,445.00	\$0.00	100.0
3.61	BUILDING & STRUCTURES	\$32,369.00	\$0.00	\$32,369.00	\$0.00	\$0.00	\$32,369.00	0.0
	Subtotal	\$32,369.00	\$11,445.00	\$43,814.00	\$0.00	\$11,445.00	\$32,369.00	26.1
4. Capital Outlays								
4.3	IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$47,300.00	\$47,300.00	\$0.00	\$47,300.00	\$0.00	100.0
	Subtotal	\$0.00	\$47,300.00	\$47,300.00	\$0.00	\$47,300.00	\$0.00	100.0
Grand Total		\$32,369.00	\$58,745.00	\$91,114.00	\$0.00	\$58,745.00	\$32,369.00	64.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 12/1/2006 To 12/19/2006

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	100.0
3.93 TAXES & ASSESSMENTS	\$0.00	\$4,147.92	\$4,147.92	\$0.00	\$4,147.92	\$0.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$0.00	\$0.00	\$0.00	\$2,268.50	\$3,643.50	(\$3,643.50)	0.0
Subtotal	\$1,500.00	\$4,147.92	\$5,647.92	\$2,268.50	\$9,291.42	(\$3,643.50)	164.5
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$43,500.00	\$20.00	\$43,520.00	\$8,072.96	\$30,637.45	\$12,882.55	70.4
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$3,397.23	\$5,856.27	(\$5,856.27)	0.0
Subtotal	\$43,500.00	\$20.00	\$43,520.00	\$11,470.19	\$36,493.72	\$7,026.28	83.9
Grand Total	\$45,000.00	\$4,167.92	\$49,167.92	\$13,738.69	\$45,785.14	\$3,382.78	93.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/27/2006	100 Operating Fund	1.11 SALARY OF LIBRARIAN	\$2,419.06	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	1.13 WAGES OF JANITORS	(\$4,679.81)	Board Approved Change per Board Mtg - 12/27/06
10/9/2006	100 Operating Fund	1.21 EMPLOYER'S SHARE-FICA	\$9.18	Constr. Fund Reimbursement - 2006 C.Spurgeon w/holding
10/9/2006	100 Operating Fund	1.22 UNEMPLOYMENT COMPENSATION	\$1.32	Constr. Fund Reimbursement - 2006 C. Spurgeon w/holding
12/27/2006	100 Operating Fund	1.24 EMPLOYER'S CONTRIB.- INS.	\$2,260.75	Board Approved Change per Board Mtg - 12/27/06
10/9/2006	100 Operating Fund	1.31 OTHER PERSONAL SERVICES	\$120.00	Constr. Fund Reimbursement - 2006 C. Spurgeon Payrolls
12/27/2006	100 Operating Fund	2.11 OFFICIAL RECORDS	(\$576.99)	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	2.13 OTHER OFFICE SUPPLIES	\$2,165.98	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	2.21 CLEANING & SANITATION SUPPLIES	\$645.21	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	2.23 OTHER OPERATING SUPPLIES	(\$1,866.11)	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	2.33 REPAIR PARTS	\$135.21	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	2.41 LIBRARY SUPPLIES	(\$503.30)	Board Approved Change per Board Mtg - 12/27/06
2/14/2006	100 Operating Fund	3.14 OTHER PROFESSIONAL SERVICES	\$11,445.00	Reimburse Oper-A/P#158-Prof. Lift Movers
7/19/2006	100 Operating Fund	3.14 OTHER PROFESSIONAL SERVICES	\$847.50	Digitization Grant Reimbursement-A/P #511 (Widner)
7/26/2006	100 Operating Fund	3.14 OTHER PROFESSIONAL SERVICES	\$2,115.00	Digitization Grant Reimbursement-A/P 584(Hawthorne), #596(Stephanich), #594(Widner)
9/14/2006	100 Operating Fund	3.14 OTHER PROFESSIONAL SERVICES	\$7,030.80	Digitization Grant Reimbursement-ISU A/P 680
9/14/2006	100 Operating Fund	3.14 OTHER PROFESSIONAL SERVICES	\$1,570.00	Digitization Grant Reimbursement-Widner A/P #693
12/27/2006	100 Operating Fund	3.14 OTHER PROFESSIONAL SERVICES	\$3,135.96	Board Approved Change per Board Mtg - 12/27/06
9/19/2006	100 Operating Fund	3.21 TELEPHONE	\$446.76	USF Reimbursement-Sprint LD, 1/1-6/30/06
7/19/2006	100 Operating Fund	3.23 MILEAGE	\$280.75	Digitization Grant reimbursement-A/P#8, 206, 269 (Mays)
12/27/2006	100 Operating Fund	3.23 MILEAGE	\$5,788.77	Board Approved Change per Board Mtg - 12/27/06
5/17/2006	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$40.00	Refund-PLA Author Luncheon A/P #85
12/27/2006	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$291.52	Board Approved Change per Board Mtg - 12/27/06
9/5/2006	100 Operating Fund	3.26 NETWORKING	\$576.00	USF Reimbursement-Comcast 1/1-6/30/06
12/12/2006	100 Operating Fund	3.26 NETWORKING	\$1,500.00	State Techn Fund Reimbursement- ENA Internet
12/12/2006	100 Operating Fund	3.26 NETWORKING	\$251.98	State Techn Fund Reimbursement-Embarq -Local Wh. Internet

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/12/2006	100 Operating Fund	3.26 NETWORKING	\$320.00	State Techn Fund reimbursement - Comcast Internet
1/3/2006	100 Operating Fund	3.33 MARKETING ADVERTISING	\$125.00	Encumbered from 2005 per Bd. Approval 12/27/05
12/27/2006	100 Operating Fund	3.42 OTHER INSURANCE	(\$9,577.59)	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	3.54 WASTE DISPOSAL SERVICES	\$137.83	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	3.61 BUILDING & STRUCTURES	\$1,966.60	Reimbursement for Lt. Pole damages-KV Electric A/P #1132
12/27/2006	100 Operating Fund	3.72 EQUIPMENT RENTALS	\$14.40	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	3.91 DUES	\$140.13	Board Approved Change per Board Mtg - 12/27/06
6/28/2006	100 Operating Fund	3.93 TAXES & ASSESSMENTS	\$30,391.09	Refunded JC Treasurer - Overpymt Prop Tax, A/R#253
12/27/2006	100 Operating Fund	3.93 TAXES & ASSESSMENTS	\$35.80	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$33.18	Board Approved Change per Board Mtg - 12/27/06
2/14/2006	100 Operating Fund	4.3 IMPROVEMENTS OTHER THAN BUILD.	\$38,700.00	Reimburse Oper-A/P#157-Crown Pt. Quality Floors
2/24/2006	100 Operating Fund	4.3 IMPROVEMENTS OTHER THAN BUILD.	\$8,600.00	Reimburse Oper- A/P#163-Crown Pt. Quality Floors
1/3/2006	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$476.34	Encumbered from 2005 per Bd. Approval 12/27/05
1/3/2006	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$500.00	Encumbered from 2005 per Bd. Approval 12/27/05
7/19/2006	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$8,300.00	Digitization Grant Reimbursement-A/P #193-INCOLSA
6/28/2006	120.0 RENS/DEM & WHTFLD BIRF	3.93 TAXES & ASSESSMENTS	\$45,916.45	Refunded JC Treasurer-Overpymt Prop Tax A/R #253
1/3/2006	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	\$11,445.00	Encumbered from 2005 per Bd. Approval 12/27/05
1/3/2006	130 LIRF FUND	4.3 IMPROVEMENTS OTHER THAN BUILD.	\$47,300.00	Encumbered from 2005 per Bd. Approval 12/27/05
12/27/2006	160 CAPITAL PROJECTS FUND	3.14 OTHER PROFESSIONAL SERVICES	\$675.00	Board Approved Change per Board Mtg - 12/27/06
6/28/2006	160 CAPITAL PROJECTS FUND	3.93 TAXES & ASSESSMENTS	\$4,147.92	Refunded JC Treasurer-Overpymt Prop Tax A/R #253
12/27/2006	160 CAPITAL PROJECTS FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	\$3,643.50	Board Approved Change per Board Mtg - 12/27/06
7/3/2006	160 CAPITAL PROJECTS FUND	4.4 FURNITURE & EQUIPMENT	\$20.00	Rebate Amazon.com A/P #364
12/27/2006	160 CAPITAL PROJECTS FUND	4.4 FURNITURE & EQUIPMENT	(\$10,210.18)	Board Approved Change per Board Mtg - 12/27/06
12/27/2006	160 CAPITAL PROJECTS FUND	4.53 NONPRINTED MATERIALS	\$5,891.68	Board Approved Change per Board Mtg - 12/27/06

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
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Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$115,613.32
120.03	\$45,916.45
130	\$58,745.00
160	\$4,167.92

Voucher List**Jasper County Public Library****Report Date: From 12/1/2006 To 12/31/2006**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25670	1018	ACE HARDWARE	12/11/2006	Carpet Tape, Light Bulbs, Wall Plate, Drill Bits, Caulk	\$36.32
25671	1019	AFFORDABLE ALTERNATIVES	12/11/2006	2 day loan /\$1 a day fine labels	\$20.40
25672	1020	ALEXANDER STREET PRESS	12/11/2006	OnLine Music Subscription-1/1/07-12/31/07	\$500.00
25673	1021	LANDMARK AUDIOBOOKS	12/11/2006	Audiobooks	\$159.75
25674	1022	AUSTIN BOOK SALES	12/11/2006	Continuations-"Opportunities in" series	\$78.45
25675	1023	BAKER & DANIELS	12/11/2006	Employment issues consultation	\$805.00
25676	1024	BAKER & TAYLOR	12/11/2006	Books, Continuations, AY, Audiobooks	\$12,126.40
25677	1025	BAKER & TAYLOR ENTERTAIN	12/11/2006	DVD's	\$178.63
25678	1026	Bank of New York	12/11/2006	Bond of 1991 Principal and Interest Final Payment GLA #211065 TAS #602957	\$434,490.00
25679	1027	BOOKPAGE	12/11/2006	Bookpage Subscription	\$360.00
25680	1028	BOYCE FORMS/SYSTEMS	12/11/2006	W-2s, W-3s, 1099's	\$71.98
25681	1029	CAMPBELL PRINTING COMPA	12/11/2006	Rubber Stamps	\$56.00
25682	1030	CAPITAL ONE, F.S.B.	12/11/2006	TLC Conference & expenses, Baby changing station, CDs/DVDs, Books, Mtg Expenses, Software	\$1,500.46
25683	1031	CDW GOVERNMENT, INC	12/11/2006	Microsoft Office Pro Plus 2007 Licenses	\$393.24
25684	1032	CENTRAL STATES SALES CO	12/11/2006	Outdoor Bulbs	\$284.90
25685	1033	CHESTER TECHNOLOGIES	12/11/2006	Brightstor ArcServe for Back up Servers	\$321.00
25736	1034	CULLIGAN	12/11/2006	Wh. Water-Dec. '06	\$47.70
25687	1035	DELL MARKETING L.P.	12/11/2006	Mouse, 2 PC's, Monitors, Graphics Card	\$2,902.89
25688	1036	DEMCO	12/11/2006	Paper labels, card file, "Mystery" classification label	\$50.51
25689	1037	DIANA KOOY	12/11/2006	INCOLSA Workshop expenses	\$12.60
25690	1038	EMILY DURAN	12/11/2006	Mileage	\$19.58
25691	1039	EDUCATION NETWORKS OF A	12/11/2006	Internet Access - November '06	\$300.00
25692	1040	ENGAGED PATRONS.ORG	12/11/2006	Patron Online Database	\$195.00
25693	1041	EVELYN BRISTOL	12/11/2006	Friends Luncheon Supplies	\$9.78
25694	1042	FASE-KALUF TV & APPLIANCE	12/11/2006	Computer Cable	\$15.49
25695	1043	GAIL JUNG	12/11/2006	DeMotte Petty Cash	\$17.56
25696	1044	GAIL JUNG	12/11/2006	Rensselaer Petty Cash- Postage	\$30.12
25697	1045	GATEWAY COMPANIES INC.	12/11/2006	3 PC's, educational software	\$4,249.20
25698	1046	GAIL JUNG	12/11/2006	Wheatfield Petty Cash - Postage	\$6.72
25699	1047	GA FOODS GROUP	12/11/2006	Film Group Program	\$11.86
25700	1048	HERITAGE OFFICE PRODUCT	12/11/2006	Rens. Copier #1460 Service Contract (11/15/06-11/15/07), Storage Cabinet, Postage	\$811.45
25701	1049	HIGHSMITH CO. INC.	12/11/2006	Book truck with three shelves	\$149.84
25702	1050	INCOLSA	12/11/2006	Workshop "Communicating Beyond Yourself" Kooy & Arambula, Grove Art Online Credit	\$217.50
25703	1051	INDIANAPOLIS STAR	12/11/2006	Annual Subscription for Rensselaer pays through 12/30/07	\$231.40
25704	1052	INTEGRITY SOFTWARE, INC	12/11/2006	Adding 10 SofTrac Licenses	\$584.38
1037	1053	JASPER COUNTY PUBLIC LIBR	12/11/2006	DeMotte State Bank Transfer to Alliance Bank	\$15,000.00
25705	1054	JILL TACHTIRIS	12/11/2006	Mileage-ILF Reference Conference	\$149.52
25706	1055	KEM'S TRUSTWORTHY HARD	12/11/2006	Ceiling Panels, Geocel	\$70.71
25707	1056	LEXICON MARKETING CORP.	12/11/2006	Set of CD's/DVD's Learning English from Spanish	\$116.45
25708	1057	LIBRARY VIDEO COMPANY	12/11/2006	DVD's	\$256.10
25709	1058	LIVE OAK MEDIA	12/11/2006	Audiobooks	\$160.70
25710	1059	LUZ ARAMBULA	12/11/2006	Incolsa Training Workshop Expenses	\$29.10
25711	1060	MICHELLE EVANS	12/11/2006	Mileage	\$109.92
25712	1061	MIDWEST TAPE	12/11/2006	DVDs	\$61.96
25713	1062	MILESTONE FILM & VIDEO	12/11/2006	DVD	\$24.95
25714	1063	NEAL-SCHUMAN PUBLISHERS	12/11/2006	Books	\$203.39

Printed on Saturday, December 30, 2006

Page 1 of 4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
25715	1064	OFFICE DEPOT	12/11/2006	Contact Paper	\$179.94
25716	1065	OSBY WATER CONDITIONING	12/11/2006	Peroxide for Water Softener	\$24.00
25717	1066	POSITIVE PROMOTIONS	12/11/2006	Balloons Customer #00303824-00	\$27.90
25718	1067	QUILL CORPORATION	12/11/2006	Toner, Pencils, Correction Tape, Paper Clips, Scissors, Photo Paper, Labels, Tape Dispenser, Desk Tray, Sheet Protector, Ideal Clips	\$401.47
25719	1068	PRECISION CONTROL SYSTE	12/11/2006	D & R 4th Qtr Maintenance; Boiler Repairs, Actuator belt & valve repairs, controller	\$6,771.13
25720	1069	RECORDED BOOKS, LLC	12/11/2006	Audiobooks	\$225.30
25721	1070	RENEE CARR	12/11/2006	Telephone bills for publicity	\$13.68
25722	1071	ROEING CORPORATION	12/11/2006	Qrtly. Mtnce Contract, Wireless Adaptor, Headphones, Floppy Drive, Remote Presentation Keyspan, Wireless Mouses, Cordless keyboard,	\$5,206.08
25723	1072	SHARON SCHULENBERG	12/11/2006	Freezer Pops for Cops Night Out	\$10.17
25724	1073	SHEILA MAXWELL	12/11/2006	Blank CD's, Mtg Expenses, Mileage	\$245.42
25725	1074	STANLEY STEEMER	12/11/2006	DeMotte Prof. Carpet Cleaning	\$356.31
25726	1075	THOMSON GALE	12/11/2006	Continuation - AM Law Yearbook	\$194.30
25727	1076	ULTIMATE OFFICE	12/11/2006	2 Desktop Organizers	\$135.58
25728	1077	WAL-MART COMMUNITY BRC	12/11/2006	Old Farmer's Almanac, trashcans, batteries, DVDs	\$402.53
25729	1078	PATTY STRINGFELLOW	12/11/2006	Mileage	\$107.69
25730	1079	WHEATFIELD CHAMBER OF C	12/11/2006	Membership to Wheatfield Chamber of Commerce	\$100.00
25731	1080	WEST GROUP	12/11/2006	Family Law Practices & Supplement Books-Standing Order	\$206.00
25732	1081	YESTERYEAR'S MEAT & SPEC	12/11/2006	Friends 2006 Luncheon	\$102.79
150142	1082	ACE HARDWARE	12/11/2006	2 Ladders	\$159.98
150143	1083	STEEL CRAFT FABRICATORS	12/11/2006	Garbage Containment Enclosure	\$3,000.00
25735	1084	LUZ ARAMBULA	12/11/2006	Mileage-INCOLSA Communications Wkshps	\$187.34
25737	1085	OFFICE DEPOT	12/11/2006	Contact Paper	\$179.94
0	1086	PAYROLL	12/8/2006	PAYROLL	\$36,262.27
0	1087	JASPER COUNTY PUBLIC LIBR	12/7/2006	Construction CD #400039478 Matured	\$175,000.00
25738	1088	ALLIED WASTE SERVICES #71	12/8/2006	Trash Service-Wh. Library- December 2006	\$58.51
25739	1089	ANTHEM BCBS IN GROUP	12/8/2006	Health Insurance Premium - Dec. '06	\$8,981.84
25740	1090	ANTHEM LIFE	12/8/2006	Life Premiums -December '06	\$85.04
25741	1091	EDWARD YOUNG	12/8/2006	Courier Mileage b/w lib, 11/16/06-11/30/06	\$267.00
25742	1092	R.H. DONNELLEY	12/8/2006	Yellow Pages Advertising Nov, Dec, Jan	\$247.50
25743	1093	GREAT-WEST RETIREMENT S	12/8/2006	Indiana Deferred Retirement Plan w/held from 12/08/06 Payroll, 9 participants	\$1,235.00
0	1094	INDIANA DEPARTMENT OF RE	12/8/2006	EFT-State and County Tax Withheld Nov '06, Ref #76031, Verif 43	\$3,485.89
0	1095	IRS USA TAXPAYMENT	12/8/2006	FICA & Federal Tax w/held 12/08/06 Payroll, Ref #00290210	\$8,047.63
25744	1096	FIRST TRUST CREDIT UNION	12/8/2006	Direct Deposit w/held from 12/08/06 payroll - 8 participants	\$1,885.10
25745	1097	THE TIMES	12/8/2006	DeMotte Subscription 12/23/06-12/23/07	\$221.00
25746	1098	TOWN OF DEMOTTE	12/8/2006	Sewer Service, DeM. Lib., Oct 2006	\$66.50
25747	1099	TOWN OF WHEATFIELD SEW	12/8/2006	Sewer Services - Wheatfield December '06	\$41.05
25621	1100	INTEGRITY SOFTWARE, INC	12/12/2006	Correct A/P #961 - wrong Fund entry (Softtrack Maintenance Renewal)	\$0.00
0	1101	JASPER COUNTY PUBLIC LIBR	12/12/2006	Interfund transfer - State Reimbursement for Internet connections ENA & Comcast (7/1-11/30/06); & Embarq (7/1-12/30/06)	\$2,071.98
0	1102	EMBARQ	12/12/2006	Correct Appropriation - See A/P 576 & 459 (May and June Internet Connections)	\$0.00
25748	1103	JASPER COUNTY PUBLIC LIBR	12/27/2006	LIRF Transfer per Board Mtg. 12/11/06	\$70,000.00
25749	1104	CITY OF RENSSELAER	12/22/2006	Rens. Utilities, 11/06/06-12/06/06	\$2,949.38
25750	1105	COMCAST CABLE	12/22/2006	Internet Connection for DeMotte Lib, 12/11/06-1/10/07	\$160.00
25751	1106	EDWARD YOUNG	12/22/2006	Courier Mileage b/w lib, 12/01/06-12/15/06	\$293.70
25752	1107	GREAT-WEST RETIREMENT S	12/22/2006	Indiana Deferred Retirement Plan w/held from 12/22/06 Payroll, 9 participants	\$1,235.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	1108	IRS USA TAXPAYMENT	12/22/2006	FICA & Federal Tax w/held 12/22/06 Payroll, Ref #00581045	\$8,250.70
25753	1109	FIRST TRUST CREDIT UNION	12/22/2006	Direct Deposit w/held from 12/22/06 payroll - 8 participants	\$1,944.80
25754	1110	NIPSCO	12/22/2006	Utilities-Wheatfield 11/1-12/22/06 & DeMotte 11/15-12/28/06	\$5,396.65
25755	1111	EMBARQ COMMUNICATIONS I	12/22/2006	Wheatfield, DeMotte, & Ren Lib. Local Phones-December '06	\$138.84
0	1112	PAYROLL	12/22/2006	PAYROLL	\$37,177.21
25756	1113	AFLAC	12/22/2006	Supplemental Ins. December premium due 1/1/07	\$310.40
25757	1114	AARON'S LAWN CARE	12/27/2006	Leaf cleanup - DeM. & Rens. 11/2-11/20/06	\$330.00
25758	1115	ALA/BOOKLIST	12/27/2006	BookList Subscriptions - Dem (2 copies) 9/15/06-07; Rens 12/15/06-08	\$299.90
25759	1116	ALLIED WASTE SERVICES #71	12/27/2006	Trash Service-DeM. Lib., 1/1-3/31/07	\$79.62
25760	1117	BAKER & TAYLOR	12/27/2006	Books, Continuations, Gift, A-V	\$4,234.33
25761	1118	BRIAN ORBAN	12/27/2006	Lawn Care @ Wh. Lib. (2006): Mowing, sprinkler mtnc, pruning, fertilizing, etc	\$3,800.00
25762	1119	CDW GOVERNMENT, INC	12/27/2006	MS Office Pro Plus 2007 software	\$25.00
25763	1120	DELL MARKETING L.P.	12/27/2006	External Valence Battery Chargers-10	\$2,529.50
25764	1121	DIANE OPOLSKI	12/27/2006	Mileage	\$26.70
25765	1122	EVELYN BRISTOL	12/27/2006	Mileage	\$39.16
25766	1123	FASE-KALUF TV & APPLIANCE	12/27/2006	Rechargeable Batteries - 4 AA/4AAA	\$39.99
25767	1124	FASE'S WATER TREATMENT	12/27/2006	Redout - DeM. Water Softner	\$56.25
25768	1125	GAIL JUNG	12/27/2006	AVC Mtg. Mileage & Expenses; Business Calls from Home	\$138.46
25769	1126	H. W. WILSON COMPANY	12/27/2006	Children's Catalog, 19th Edition	\$205.00
25770	1127	HEARTLAND AG-BUSINESS G	12/27/2006	Books-Antique Tractor Gde, Iron Memories Annual	\$32.45
25771	1128	HERITAGE OFFICE PRODUCT	12/27/2006	Nametag and UPS	\$19.47
25772	1129	INGRAM	12/27/2006	Paperbacks	\$57.35
25773	1130	INSPIRATIONAL DISTRIBUTOR	12/27/2006	Christian Book	\$13.91
25774	1131	JOURNAL AND COURIER	12/27/2006	Annual Subscription-DeM 1/12/07-1/11/08	\$210.60
25775	1132	K.V.ELECTRIC	12/27/2006	Repair Parking Lot Pole and Light	\$1,966.60
25776	1133	LINDA POORTENGA	12/27/2006	Mileage-Learning Network & Program @ DeM.	\$50.73
25777	1134	LISTEN & LIVE AUDIO, INC.	12/27/2006	Replacement CD	\$10.00
25778	1135	MIKE CRAWFORD	12/27/2006	Mileage-Bd. Mtg.	\$19.58
25779	1136	NANETTE SPEACHT	12/27/2006	Mileage - RA Mtg.	\$19.58
25780	1137	OFFICEWORKS	12/27/2006	Hermann Miller Chairs, armless, pneumatic seat, Iota Grotto Blue upholstery-DeM. Lib.	\$747.30
25781	1138	PATTY STRINGFELLOW	12/27/2006	Mileage & Expenses	\$198.16
25782	1139	PRECISION CONTROL SYSTE	12/27/2006	Leak in u-bend (reheat coil) repaired-Rens. Lib.	\$399.23
25783	1140	RECORDED BOOKS, LLC	12/27/2006	Audiobooks, CD-sleeves	\$582.60
25784	1141	ROEING CORPORATION	12/27/2006	Cabling Installation - DeM & Rens. Lib.	\$675.00
25785	1142	ROSEN PUBLISHING	12/27/2006	Books	\$47.70
25786	1143	SEA BAY GAME COMPANY	12/27/2006	Bingo Game	\$65.89
25787	1144	SCHNAIBLE SERVICE & SUPPL	12/27/2006	Trash liners, kleenex, hand soap, jumbo TP	\$320.03
25788	1145	SUE TOBIAS	12/27/2006	AVC Mtg. Expenses	\$13.00
25789	1146	SUSAN ENGELMANN	12/27/2006	Mileage	\$30.71
25790	1147	TESS HAMEL	12/27/2006	Mileage	\$19.58
25791	1148	THOMSON GALE	12/27/2006	Information Plus series	\$970.05
25792	1149	TIM SCHULTZ	12/27/2006	Mileage-Bd Mtg.	\$20.47
25793	1150	TYSEN'S COUNTRY GROCERY	12/27/2006	Glass Cleaner, Clorox Cleaner; Friends Luncheon supply	\$17.82
25794	1151	UNIQUE MANAGEMENT SERVI	12/27/2006	Collections - Nov Initial & Secondary Placements	\$213.26
25795	1152	WAL-MART COMMUNITY BRC	12/27/2006	DVDs, Music CDs, 4-port Hub, Cleaning Supplies, Leapster & Leap Pad	\$996.28
150144	1153	BRIAN ORBAN	12/27/2006	Snow Fence & Installation @ Wh. Lib.	\$200.00
25796	1154	ROEING CORPORATION	12/27/2006	Network Interface Card (10/100 Mbps); Kingston Data Traveler II Flash Drive	\$129.99
25797	1155	WORLD BOOK INC.	12/27/2006	Encyclopedia Set 2007	\$839.00

Printed on Saturday, December 30, 2006

Page 3 of 4

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$882,169.70

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Saturday, December 30, 2006

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$882,169.70**

Date this 8th day of January, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2006

F 5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FEES & FEES:			\$2,380.93	\$37,014.74
DeMotte	\$763.48	\$12,442.18		
Rensselaer	\$1,054.71	\$15,083.38		
Wheatfield	\$562.74	\$9,489.18		
PHOTOCOPIES:			\$553.87	\$8,513.87
DeMotte	\$202.05	\$3,421.21		
Rensselaer	\$184.87	\$2,967.67		
Wheatfield	\$166.95	\$2,124.99		
INTEREST:			\$2,577.30	\$32,536.05
Checking/Repurchase/Savings/CD's	\$2,577.30	\$32,536.05		
TAXES:			\$119,465.52	\$1,579,638.60
Property Tax	\$63,254.34	\$861,753.94		
License Excise Tax	\$50,887.45	\$93,829.54		
Financial Institution Tax	\$730.00	\$1,460.00		
CVET(Commercial Vehicle Excise)	\$4,593.73	\$9,187.12		
Local Option/Certified Shares	\$0.00	\$547,914.00		
Local Option/Property Tax Repl.	\$0.00	\$62,712.00		
State Distribution	\$0.00	\$2,782.00		
REFUNDS:			\$4,138.58	\$140,178.35
Rebates/Refund	\$0.00	\$2,085.52		
Insurance Claim (COBRA Reimbursements)	\$1,966.60	\$1,966.60		
Meeting Room Rental	\$100.00	\$650.00		
Interfund Reimbursement	\$2,071.98	\$79,812.48		
Tax Overpayment	\$0.00	\$30,391.09		
Other Receipts	\$0.00	\$133.42		
Grant Reimbursements	\$0.00	\$20,652.64		
Equipment Sales	\$0.00	\$100.00		
Telephone Refund	\$0.00	\$4,386.60		
TOTAL OPERATING FUND RECEIPTS.....			\$129,116.20	\$1,797,881.61
PLAC FUND:-.....			\$0.00	\$124.00
GIFT FUNDS:			\$1,601.00	\$11,377.22
DeMotte	\$251.00	\$2,809.42		
Rensselaer	\$1,400.00	\$7,898.63		
Wheatfield	(\$50.00)	\$669.17		
LIB. IMPROV. RESERVE FUND: (Interest & Oper Fund Transfer (\$70,000)).....			\$70,239.20	\$72,894.65
BOND & INTEREST REDEMPTION FUND:			\$66,951.71	\$585,238.71
Property Tax	\$35,593.47	\$481,037.88		
License Excise Tax	\$28,387.61	\$52,342.92		
Financial Institution Tax	\$408.00	\$816.00		
CVET(Commercial Vehicle Excise)	\$2,562.63	\$5,125.46		
Tax Overpayment	\$0.00	\$45,916.45		
RAINY DAY FUND:			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$24,387.41	\$199,686.35
Interest Earned	\$334.42	\$1,762.02		
Property Tax	\$12,787.33	\$172,817.31		
License Excise Tax	\$10,198.52	\$18,804.68		
Financial Institution Tax	\$146.50	\$293.00		
CVET(Commercial Vehicle Excise)	\$920.64	\$1,841.42		
Tax Overpayment	\$0.00	\$4,147.92		
Refunds	\$0.00	\$20.00		
HOST/HOSPITALITY FUND:			\$0.00	\$1,295.90
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
TECHNOLOGY FUND GRANT FUND			\$4,871.95	\$4,871.95
CONSTRUCTION FUND:			\$1,701.35	\$8,794.90
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$298,868.82	\$2,682,165.29

WITHHOLDING ACCOUNT FUNDS:

			\$26,085.81	\$331,162.58
FIT Tax Collected	\$5,629.80	\$67,888.00		
FICA Collected	\$5,356.72	\$64,862.69		
State Tax Collected	\$2,504.39	\$29,766.24		
County Tax Collected	\$955.11	\$10,424.52		
Deferred Comp Plan	\$2,470.00	\$39,767.86		
Pre-tax Insurance Plans	\$3,417.07	\$47,395.19		
Life Insurance	\$96.80	\$1,169.29		
PERF	\$1,870.93	\$26,173.29		
Garnishments	\$0.00	\$142.22		
Credit Union	\$3,829.90	\$44,220.10		
EIC	(\$44.91)	(\$646.82)		
TOTAL RECEIPTS - ALL FUNDS.....			\$324,954.63	\$3,013,327.87

Voucher List

Jasper County Public Library

Report Date: From 1/1/2007 To 1/8/2007

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25798	1	ANTHEM BLUE CROSS & BLUE	1/8/2007	COBRA Annual Administrative Fee - 16 Employees	\$600.00
25799	2	A&D BUILDERS, INC.	1/8/2007	Materials and Labor to fix Computer Desks	\$85.00
25800	3	ALLIED WASTE SERVICES #71	1/8/2007	Trash Service for Wheatfield-January 2007	\$58.81
25801	4	BAKER & TAYLOR	1/8/2007	Books, Continuations, AY	\$1,323.07
25802	5	BANK OF NEW YORK	1/8/2007	Bond of 2004 Principal & Interest GLA#211065 TAS #310888	\$55,315.00
25803	6	CAMPBELL PRINTING COMPA	1/8/2007	Letterhead Stationery and Rensselaer Addressed Envelopes	\$254.00
25804	7	CHESTER TECHNOLOGIES	1/8/2007	Toner Cartridges	\$780.00
25805	8	LIBRARY OF CONGRESS	1/8/2007	Cataloging Books: Subject Headings 30th Edition, Free Floating Subdivision 19th Edition	\$330.00
25806	9	GA FOODS GROUP	1/8/2007	Expenses for Film Discussion Group	\$12.39
25807	10	HERITAGE OFFICE PRODUCT	1/8/2007	Service Contract on DeMotte Copier #1460; Valid 12/31/06-12/31/07	\$880.56
25808	11	INDIANA DEPT. OF ENVIRONM	1/8/2007	Annual Fee for Public Water Systems-DeM & Wh	\$200.00
25809	12	INDIANA DEPARTMENT OF HO	1/8/2007	Annual Elevator State Inspection Fee-DeM Library	\$120.00
25810	13	INDIANA DEPT. OF WORKFOR	1/8/2007	State Unemployment Tax-4th quarter	\$425.44
25811	14	INDIANA LIBRARY FEDERATIO	1/8/2007	Institutional Membership-2007	\$1,447.95
25812	15	INGRAM	1/8/2007	Books	\$8.12
25813	16	INDIANA STATE LIBRARY	1/8/2007	1 PLAC Card Sold- 4th Quarter 2006	\$31.00
25814	17	JAN WAY COMPANY	1/8/2007	Imprinted Bike Bottles for Marketing	\$341.81
25815	18	LANDMARK AUDIOBOOKS	1/8/2007	Audiobooks	\$69.90
25816	19	LEARNINGEXPRESS, LLC	1/8/2007	Learn-A-Test On-Line Subscription 1/15/07-1/14/08	\$1,429.00
25817	20	M W INSURANCE AGENCY	1/8/2007	Treasurer and Asst Treasurer Bonds 2007	\$150.00
25818	21	MIDWEST TAPE	1/8/2007	DVD's	\$63.98
25819	22	NAPPANEE PUBLIC LIBRARY	1/8/2007	NICCL 2007 Annual Dues	\$100.00
25820	23	OED OFFICE OF ENERGY & D	1/8/2007	1st Quarter 2007 PFEPP Payment	\$2,402.97
25821	24	POSTMASTER GENERAL	1/8/2007	Postage: 2000-\$.39; 60-\$.02; 50-\$.03; 120-\$.04; 100-\$.10; 80-\$.24; 140-\$.48; 160-\$.63; 60-\$.75; 100-\$.84; 100-\$.87; 100-\$ 1.00	\$1,300.70
25822	25	PUBLIC EMPLOYEES' RETIRE	1/8/2007	4th Quarter Pymt 2006-Employee & Employer PERF Retirement Contributions	\$18,452.65
25823	26	QUILL CORPORATION	1/8/2007	3x5 index cards, envelopes, tape, print cartridges, file trays, and pens	\$105.16
25824	27	RENSSELAER REPUBLICAN	1/8/2007	Whfd (1/10/07) & Rens (1/11/07) Lib Newspaper Subscription	\$220.00
25825	28	SIMPLEXGRINNELL LP	1/8/2007	2007 Fire Alarm Mtnc, DeM & Rens Library	\$2,105.00
25826	29	THOMSON GALE	1/8/2007	Encyclopedia of Associations	\$727.50
25827	30	CAPITAL ONE, F.S.B.	1/8/2007	HR Specialist Subscription (3/1/07-08) & Sales Tax Refund	\$96.51
25828	31	CULLIGAN	1/8/2007	Wh. Water Cooler Rental-Jan 2007	\$9.95
25829	32	McGOWAN INSURANCE GROU	1/8/2007	2007 Directors, Officers, & Employment Practices Liability Insurance-2 Yr Policy	\$1,619.00
25830	33	INDIANA LIBRARY FEDERATIO	1/8/2007	Trustee Annual Membership ILF	\$150.00
25831	34	THOMSON GALE	1/8/2007	Encyclopedia of Cancer	\$265.00
25832	35	JASPER COUNTY PUBLIC LIBR	1/4/2007	Purchase 91 Day CD #400039635 (CPF)	\$125,000.00
25833	36	KONE, INC.	1/8/2007	Qtly (Jan-March '07) Mtnc Fee - DeMotte Elevator	\$424.65
25834	37	AVC CORPORATION	1/8/2007	2007 Annual Service Agreement-Finanical Computer	\$1,188.00
25835	38	PRECISION CONTROL SYSTE	1/8/2007	DeM:Actuator and Valve leaking. Found bad damper. Replaced items. Ren:Replace Actuator	\$2,736.20
25837	39	JASPER COUNTY PUBLIC LIBR	1/4/2007	Purchase 91 Day CD#400039636 (OPER)	\$350,000.00
150145	40	JASPER COUNTY PUBLIC LIBR	1/4/2007	Purchase 120 Day CD# 400039637 (Construction)	\$175,000.00
120	41	JASPER COUNTY PUBLIC LIBR	1/4/2007	Purchase 180 day CD#400039638 (LIRF)	\$100,000.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
25838	42	EDUCATION NETWORKS OF A	1/8/2007	Internet Access - 12/1-12/31/06	\$300.00
<i>Total Amount of Claims</i>					\$846,129.32

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 08, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$846,129.32

Date this 8th day of January, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

FEB.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 12, 2007, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of January Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)
Policy Review (R 10)
2007 Staff Development Day (R25)
Workshop Requests (#1 & #2) (R25 & R26)

General Business

Annual Report of Rensselaer Librarian
and Youth Specialist (R26)
Capital Projects Fund (R11-R17)
Wheatfield Development Report (R26)
Oath of Office-Sue Deardorff (R26)

Information
Action
Information
Action

Director's Report (R25-R31)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:08 PM

January 8, 2007
Rensselaer Library

Present: Michael Crawford, Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Susan Deardorff, Joan Floyd, Natalie Waling, Patricia Stringfellow, & Gail Jung.

Agenda & Consent Agenda Approval: M. Crawford moved, seconded by A-M Egan, to approve the Agenda and Consent Agenda items, Minutes of the December 11th & 27th Board Meetings, December bills and financial reports, January Check Register, Annual Salary Ordinance, and recommended changes to the LCD Projector Policy. Motion passed unanimously.

Payroll Issue: An overpayment of an employee's gross wage in 2006 was discovered at year's end. After discussing the board's options and requirements by SBA, M. Crawford moved, seconded by J. Floyd, the employee return the overage according to the terms as allowed by the SBA. Motion passed 6-1 with A-M Egan casting the descending vote.

Oath of Office: The Assistant Treasurer and Treasurer took the oath of Office and signed their bonds for 2007.

Committee Assignments: The president appointed the following persons to serve on the By-Laws & Policy Committee: Chairperson-N. Waling, S. Deardorff, T. Schultz; Nominating Committee: Chairperson-J. Floyd, T. Schultz, M. Sayler; Director's Evaluation Committee: Chairperson-M. Crawford, N. Waling, A-M Egan; Budget Committee: Chairperson-S. Deardorff, A-M Egan, M. Crawford.

Building Insurance: In odd numbered years, the board customarily chooses to get quotes for building insurance. Our policy expires mid-April. On a motion by M. Crawford, seconded by T. Schultz, the board requested the library director to solicit bids for building insurance. Motion was unanimous.

Computer Vandalism: The board concurred with our attorney and library director in the decision not to allow the use of a surveillance camera inside the DeMotte Library as offered by the DeMotte police noting it to be a patron confidentiality, privacy issue.

Workshop Request: The board gave their approval for S. Engelmann and T. Hamel to attend the IMCPL sponsored Author Gala event at Butler University at a cost of \$85/person, on a motion by S. Deardorff, second by M. Crawford.

Director's Report: P. Stringfellow reported that there is a need to paint the DeMotte Library's outside doors, railings, and light pole.. Selected paint colors were shared with the Board.

The library received notice of a class action settlement against Zurich Insurance during the time we had a policy with them. No action is required on our part. Paperwork is on file in the business office.

A housing complex consisting of apartments, duplexes, and homes is being developed on land adjacent to the Wheatfield Library. D. Kooy, Branch Manager, will update the board at the February Board meeting. Don Gere, Town Board President, has proposed a connective sidewalk

MINUTES

**Jasper County Public Library Board of Trustees
BOARD OF FINANCE MEETING:
7:00 PM**

**January 8, 2007
Rensselaer Library**

Present: Michael Crawford, Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Susan Deardorff, Joan Floyd, Natalie Waling, Patricia Stringfellow, & Gail Jung.

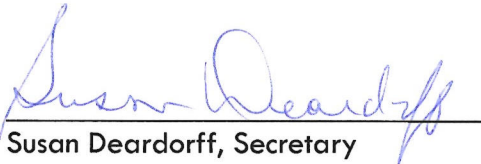
The board chose to elect the same officers to the Board of Finance as the Library Board officers.

The Annual Director's Financial Report was presented. Earnings from investments totaled \$19,620.31 with rates ranging from 4.0-5.41%. The library has a favorable financial outlook and a good cash flow. The SBA examined the 2004-05 ledgers with no items warranting a comment.

The 2007 Accounting Practices were reviewed with S. Deardorff moving to adopt them and M. Crawford seconding. Motion passed. No changes were made to the Resolution to Pay Bills with Prior Approval. On a motion by J. Floyd, second by M. Crawford the board approved the resolution as presented. Motion passed unanimously.

The board designated the Rensselaer Republican and Kankakee Valley Post-News be used for advertising of legal notices on a motion by M. Crawford, seconded by N. Waling. Motion passed.

With no further business, the meeting adjourned at 7:08 PM


Susan Deardorff, Secretary

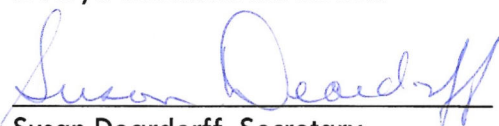

Attest: Mari Anne Sayler, President

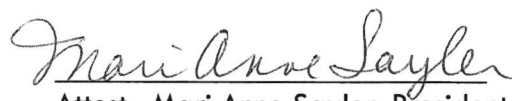
between the library and the new development. The board did not show opposition to the idea at this time.

S. Deardorff was re-appointed to the board by the County Commissioners.

Board members provided P. Stringfellow with updated email addresses.

Adjournment: With no further matters for discussion, M. Crawford moved to adjourn at 7:51 PM. J. Floyd seconded the motion.


Susan Deardorff, Secretary


Attest: Mari Anne Sayler, President

January 2007

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Total Circ.
XX										
ADULT BOOKS										
Fiction	22	4	1,962	77	61	2,021	73	73	1,038	5,021
Nonfiction	214	17	1,151	119	498	1,112	39	18	649	2,912
CHILDREN'S BKS										
Fiction	27	78	1,728	24	3	1,858	29	0	1,466	5,052
Nonfiction	53	65	827	17	15	575	5	1	455	1,857
YA BOOKS										
Fiction	6	18	179	6	240	198	3	0	102	479
Nonfiction	2	0	27	1	8	57	2	0	25	109
Magazines,Adult			1,013			326			236	1,575
Magazines, Child			90			34			61	185
Games, Toys										0
Sound Rec/Adult	37	22	604	3	4	599	17	1	435	1,638
Sound Rec/Child	7	0	86	0	1	42	8	0	39	167
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	1	141	0	1	129	0	0	85	355
Vertical Files	0	0	25	0	0	10	0	0	1	36
VHS/DVD	13	1	1,770	12	4	2,708	32	1	1,752	6,230
Equipment			0			9			0	9
TOTAL	381	206	9,603	259	835	9,678	208	94	6,344	25,625

END OF MONTH:

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	60,731	59,093	37,375
Circulation Increase/Decrease	-0.7%	-15.1%	-2.3%

MONTHLY SYSTEM STATISTICS

MONTHLY SYSTEM STATISTICS	2006	2007	% change
Current month's Circulation	27,573	25,625	-7.1%
Jan. to date circulation	27,573	25,625	-7.1%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
15,640	15,658	12,043	12,059	10,252	10,252 Fiction
15,838	16,035	20,737	20,358	8,802	8,823 Nonfiction
					CHILDREN'S BKS
12,263	12,212	10,808	10,829	7,769	7,798 Fiction
9,038	9,026	6,282	6,284	4,294	4,298 Nonfiction
					YA BOOKS
2,058	2,046	2,183	1,949	1,529	1,532 Fiction
385	387	58	51	124	126 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,061	2,076	2,728	2,727	2,218	2,234 Sound Rec/Adult
473	480	432	431	392	400 Sound Rec/Child
25	25	16	16	1	1 Online Databases
315	314	414	413	168	168 Software
3	3			0	0 Vertical Files
2,338	2,350	3,806	3,814	1,655	1,686 VHS/DVD
119	119	142	142	57	57 Equipment
60,556	60,731	59,669	59,093	37,261	37,375 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	206	45	221	48	271	59	698	151
LOCAL HISTORY								
In person	4	1	5	1		0	9	3
Letters written	2	2	3	3		0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1060	44	2270	95	916	38	4246	177
Computer software used	101	8	138	12	101	8	340	28
VCR Use		0	3	0		0	3	0
Microforms	3	0	10	1		0	13	2
CD ROM/Online databases	52	4	248	21	27	2	327	27
Typewriter use	2	0	1	0		0	3	0
Other equipment used		0	2	1		0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	12	12	5	3		0	17	11
Notarized documents	8	2	79	20	1	0	88	22
Meeting Room Use (no. of group	58	19	25	8	25	8	108	36
Study room use	14	1	36	3	11	1	61	5
Proctoring	4	2		0		0		0
Tax Forms distributed		0	20	0		0	20	0
Pull Requests		0		0		0	0	6
IN-HOUSE USE ITEMS	42		258		131		431	
WIRELESS USE via patron owned pcs	5		7		23			
INTERLIBRARY LOANS								
Requests made for:	43	11	94	24	17	4	154	39
Items rec'd for:	54	27	71	36	9	5	134	67
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7479	7859	3848	19186
Non-resident, paying	1	8	0	9
PLAC card users	0	1	0	1
Reciprocal borrowers	393	313	66	772
(Hispanic cards issued)				0

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	0	0	1	6	0	0	1	6

Children's Programs (0-13)	7	42	10	60	6	36	23	138
Number attending	198		145		179		522	
YA Programs (14-17)	1	6	0	0	0	0	1	6
Number attending	6		0		0		6	
Adult Programs	0	0	3	18	0	0	3	18
Number attending	29		82		15		126	
Senior Citizen Programs	6	36	6	36	1	6	13	78
Number attending	65		29		7		101	
Total Number of Programs	14	84	20	120	7	42	41	246
Total Persons Attending	298		256		201		755	
Total Attending Same Month Last Year	332		313		58		703	
Total Staff Hours Spent		263		395		168		826
Total Number of In-House Programs	6		18		4		28	
Total Attendance	102		209		43		354	
Total Number of Outreach Programs	8		2		3		13	
Total Attendance	196		47		158		401	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7395	76.8%	7310	75.7%	5137	79.8%	19842	77.4%
Corporate	0	0.0%	100	1.0%	0	0.0%	100	0.4%
Juvenile 0-11	776	8.1%	733	7.6%	484	7.5%	1993	7.8%
Juvenile-AV	33	0.3%	54	0.6%	9	0.1%		0.0%
Nonresident No Fee	18	0.2%	156	1.6%	154	2.4%	328	1.3%
Nonresident Fee	0	0.0%	1	0.0%	0	0.0%	1	0.0%
PLAC (state library card)	0	0.0%	0	0.0%		0.0%	0	0.0%
Reciprocal Adult	466	4.8%	275	2.8%	50	0.8%	791	3.1%
Reciprocal Juvenile	18	0.2%	24	0.2%	0	0.0%	42	0.2%
Reciprocal Juvenile AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA	34	0.4%	0	0.0%	0	0.0%	34	0.1%
Reciprocal YA AV	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School	1	0.0%	7	0.1%	0	0.0%	8	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	74	0.8%	0	0.0%	74	0.3%
Staff	406	4.2%	557	5.8%	353	5.5%	1316	5.1%
Walking books	81	0.8%	43	0.4%		0.0%	124	0.5%
YA 12-17	178	1.8%	89	0.9%	53	0.8%	320	2.5%
YA-AV	226	2.3%	227	2.3%	200	3.1%	653	2.5%
Total	9632		9660		6440		25636	
 All items borrowed by nonresidents	 537	 5.6%	 547	 5.7%	 204	 3.2%	 1288	 5.0%

CIRCULATION BY HOLDINGS CODE
January 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	18	1		19
Award Winner JFIC (DAJFIC)	19	1		20
Award Winner JNF (DAJNF)	4			4
Award Winner JPFIC (DAJBPF)				0
Award Winner YAFIC (DAYAF)	2			2
Award Winner YAPFIC (DAYPBF)	1			1
Biography (DBIO)	48	4		52
Books on CD (DBKCD)	100	3	2	105
Books on Tape (DBKT)	42	4		46
Compact Disc (DCD)	410	14	2	426
DVD (DDVD)	1248	3	6	1257
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	59			59
Fiction (DFIC)	1344	37	40	1421
Fiction Fantasy (DFICF)	9			9
Fiction Mystery (DFICM)	39	1		40
Fiction Science Fiction (DFICSF)				0
Fiction Western (DFICW)	17			17
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
ILL (DILL)				0
Internet (DINTER)	1060			1060
Juv. Biography (DJBIO)	53	3		56
Juv. Book on CD (DJBKCD)	10	3	1	14
Juv. Book on Tape (DJBKT)	35	1		36
Juv. Compact Disc (DJCD)	35			35
Juvenile Easy (DJE)	888	37	6	931
Juv. Easy Reader (DJER)	359	4	1	364
Juv. Fiction (DJFIC)	395	3	1	399
Juv. Holiday books (DJHOL)	27	1		28
Juv. Magazine (DJMAG)	90			90
Juv. Music Cassette (DJMC)	1			1
Juv. Nonfiction (DJNF)	670	28	10	708
Juv. Nonfic Text Bk (DJNFTB)	3			3
Juv. Paperback fic (DJPBF)	2			2
Juv. Reference (DJREF)				0
Juv. Toddler (DJTOD)				0
Large Print Fiction (DLPF)	93	3	1	97
Large Print Nonfic (DLPNF)	9			9
Magazine (DMAG)	1007	2	4	1013
Music Cassette (DMCAS)				0
Nonfiction DVD (DNFDVD)	28	3		31
Nonfiction (DNFIC)	965	61	51	1077
Nonfiction VHS (DNFVHS)	37	4		41
Professional Coll. (DPROF)				0

Parent Shelf Juv. Fic (DPSJFic)	1			1
Parent Shelf Juv. NF (DPSJNF)	5			5
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)	1			1
Reference Software (DRSW)				0
Spanish Collection (DSPA)	31	2		33
Software (DSWAR)	85			85
Vertical File (DVF)	6			6
VHS (DVHS)	463	8	2	473
YA Biography (DYAB)	1			1
YA Books on CD (DYABKCD)	3			3
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	98	1	2	101
YA Nonfiction (DYANF)	20			20
YA Paperback Fic (DYAPBF)	65	1		66
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)		10		10
Award Winner JFIC (RAJFIC)		4		4
Biography (RBIO)	3	49	1	53
Books on CD (RBKCD)	2	178		180
Books on Tape (RBKT)	1	70		71
Compact Disc (RCD)	24	293	4	321
DVD (RDVD)	8	2023	2	2033
Equipment (REQP)		9		9
See librarian (RERR)				0
Express Book (REXP)		71		71
Fiction (RFIC)	38	1252	15	1305
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
ILL (RILL)		9		9
Internet (RINTER)		2270		2270
Juv. Biography (RJBIO)	3	16	1	20
Juv. Book on CD (RJBKCD)		6		6
Juv. Book on Tape (RJBKT)	1	16		17
Juv. Compact Disc (RJCD)		15		15
Juvenile Easy (RJE)	8	1151	8	1167
Juv. Easy Reader (RJER)		229	3	232
Juv. Fiction (RJFIC)	3	364		367
Juv. Magazine (RJMAG)		34		34
Juv. Music Cassette (RJMC)				0
Juv. Nonfiction (RJNF)	25	508	2	535
Juv. Paperback fic (RJPF)		3		3
Juv. Reference (RJREF)				0
Juv. Toddler (RJTO)				0
Large Print Fiction (RLPF)	5	116	2	123
Large Print Nonfic (RLPNF)		4		4
Magazine (RMAG)	4	324	1	329
Music Cassette (RMCAS)				0
Nonfiction DVD (RNFDVD)	5	31		36

Nonfiction (RNFIC)	43	900	32	975
Nonfiction VHS (RNFVHS)	1	117		118
Professional Coll. (RPRO)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	49		50
Software (RSWAR)	1	57	2	60
Vertical File (RVF)		10		10
VHS (RVHS)	4	546	3	553
YA Biography (RYAB)				0
YA Books on CD (RYABKCD)		2		2
YA Books on Tape (RYABKT)		2		2
YA Fiction (RYAF)	2	162	3	167
YA Nonfiction (RYANF)	2	56		58
YA Paperback Fic (RYAPBF)		28		28
Award Winner JE (WAJE)			3	3
Biography (WBIO)	2	7	33	42
Books on CD (WBKCD)	5	17	152	174
Books on Tape (WBKT)	1	3	31	35
Compact Disc (WCD)	16	10	237	263
DVD (WDVD)	8	6	1234	1248
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)	1		64	65
Fiction (WFIC)	49	37	797	883
Fiction Fantasy (WFICF)	1		10	11
Fiction Mystery (WFICM)	3	5	47	55
Fiction Science Fiction (WFICSF)				0
Fiction Western (WFICW)			6	6
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
ILL (WILL)				0
Internet (WINTER)			916	916
Juv. Biography (WJBIO)	4		25	29
Juv. Book on CD (WJBKCD)	3		14	17
Juv. Book on Tape (WJBKT)		1	11	12
Juv. Compact Disc (WJCD)	1		13	14
Juvenile Easy (WJE)	23	45	906	974
Juv. Easy Reader (WJER)	2	2	222	226
Juv. Fiction (WJFIC)	10	8	309	327
Juv. Magazine (WJMAG)			61	61
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	31	19	417	467
Juv. Paperback fic (WJPBF)			7	7
Juv. Reference (WJREF)				0
Juv. Toddler (WJTOD)				0
Large Print Fiction (WLPF)	6		25	31
Large Print Nonfic (WLPNF)		1	4	5
Magazine (WMAG)	1		231	232
Nonfiction DVD (WNFDVD)		2	42	44

Nonfiction (WNFIC)	49	35	526	610
Nonfiction VHS (WNFVHS)	1	1	46	48
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			2	2
Software (WSWAR)	1	1	74	76
Vertical File (WVF)			1	1
VHS (WVHS)			459	459
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)		1	7	8
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	10	6	84	100
YA Nonfiction (WYANF)	4	1	25	30
YA Paperback Fic (WYAPBF)	1		13	14
TOTAL	10325	11425	7262	29012

CIRCULATION BY HOLDINGS CODE
January 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	0	0	2
Award Winner JE (AJE)	18	11	3	32
Award Winner JFIC (AJFIC)	19	1	0	20
Award Winner JNF (AJNF)	4	0	0	4
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winner YAFIC (AYAF)	2	0	0	2
Award Winner YAPFIC (YAYPBF)	1	0	0	1
Biography (BIO)	53	60	34	147
Books on CD (BKCD)	107	198	154	459
Books on Tape (BKT)	44	79	31	154
Compact Disc (CD)	450	317	243	1010
DVD (DVD)	1264	2032	1242	4538
Equipment (EQP)	0	9	0	9
See librarian (ERR)	0	0	0	0
Express Book (EXP)	60	71	64	195
Fiction (FIC)	1431	1326	852	3609
Fiction Fantasy (FICF)	10	0	10	20
Fiction Mystery (FICM)	40	6	33	79
Fiction Science Fiction (FICSF)	0	0	0	0
Fiction Western (FICW)	17	0	6	23
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
ILL (ILL)	0	9	0	9
Internet (INTR)	1060	2270	916	4246
Juv. Biography (JBIO)	60	19	26	105
Juv. Book on CD (JBKD)	13	9	15	37

Juv. Book on Tape (JBKT)	36	18	11	65
Juv. Compact Disc (JCD)	36	15	13	64
Juvenile Easy (JE)	919	1233	920	3072
Juv. Easy Reader (JER)	361	235	226	822
Juv. Fiction (JFIC)	408	375	310	1093
Juv. Holiday (JHOL)	27	1	0	28
Juv. Magazine (JMAG)	90	34	61	185
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	726	555	429	1710
Juv. Nonfic Text Bk (JNFT)	3	0	0	3
Juv. Paperback fic (JPBF)	2	3	7	12
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	0	0	0	0
Large Print Fiction (LPF)	104	119	28	251
Large Print Nonfic (LPNF)	9	5	4	18
Magazine (MAG)	1012	326	236	1574
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	1057	996	609	2662
Nonfiction VHS (NFVH)	39	122	46	207
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	1	0	0	1
Parent Shelf Juv. NF (PSJNF)	5	0	0	5
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	0	0	0	0
Ref. Magazine (RMAG)	1	0	0	1
Reference Software (RSWAR)	54	71	9	134
Spanish Collection (SPA)	32	51	2	85
Software (SWAR)	87	58	76	221
Vertical File (VF)	25	10	1	36
VHS	467	554	464	1485
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	3	3	7	13
YA Books on Tape (YABKT)	0	2	0	2
YA Fiction (YAF)	110	169	89	368
YA Nonfiction (YANF)	26	57	25	108
YA Paperback Fic (YAPBF)	66	29	13	108
				0
Free reads	367	505	94	966
Games/Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	10730	11963	7309	30002

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1962	2021	1038	5021
Nonfiction	1151	1112	649	2912
CHILDREN'S BOOKS				
Fiction	1728	1858	1466	5052

Nonfiction	827	575	455	1857
YA BOOKS				
Fiction	179	198	102	479
Nonfiction	27	57	25	109
Magazines, Adult	1013	326	236	1575
Magazines, Children	90	34	61	185
Sound Recordings, adult	604	599	435	1638
Sound Recordings, ch	86	42	39	167
Online databases	0	0	0	0
Software	141	129	85	355
Vertical file	25	10	1	36
VHS/DVD	1770	2708	1752	6230
Equipment	0	9	0	9
Total	9603	9678	6344	25625
 A-V Circulation	 2601	 3478	 2311	 8390
A-V Circulation as % of total	27.1%	35.9%	36.4%	32.7%

**Salary Ordinance 2007
Updated 2/12/07**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Susan Engelmann	YS Spec 3	\$13.28		35	R
Connie Rice	Page	\$5.75/\$5.85/\$5.95/\$6.05		9	W
Stephanie Boissy	Page	\$5.75/\$5.85/\$5.95/\$6.05	1/8/07	10	D
Joe Zellon	Jan/Mtnce	\$10.00		3.03	D & W

Susan Engelmann's classification and hourly wage were listed incorrectly on the January salary ordinance. In 2006 she began taking courses towards her Librarian V Certificate. We anticipated that her schooling would be complete by the end of 2006, which would push her into a different classification & salary range effective January 1. Her schooling is not complete so she remains a Youth Services Specialist at this time.

As per Connie Rice's most recent employee evaluation she did not qualify for an increase at the start of 2007. She is due to be reevaluated February 15, 2007 and may qualify for her increase at that time depending upon job performance.

Stephanie Boissy was hired as a new page at the DeMotte library, replacing Laura Walstra. She started on January 8, 2007 and works 10 hours per week.

David Stalbaum is no longer employed as a substitute janitor/maintenance person at the Wheatfield Library. We have added his .5 hours per week to Joe Zellon's position. Joe has been the substitute janitor/maintenance person for the DeMotte Library. Now he will be the substitute janitor/maintenance person for both the DeMotte and Wheatfield libraries. In this position he will not necessarily work every week, but will be used as needed for special projects.

We have examined and approved the changes to the 2007 Jasper County Public Library Salary Ordinance. Dated 2/12/07

<u>Natalie Ubeling</u>	<u>Anne-Marie Egan</u>
<u>Mari Anne Sayler</u>	_____
<u>Jean G. Floyd</u>	_____
<u>Timothy M. Schultz</u>	

Circulating CD-ROM Software Policy

Selection criteria:

- The CD-ROM software must have a good recommendation from a reputable source.
- We will purchase a variety of informational, educational and recreational software CD-ROMs
- Only items with complete documentation will be circulated.
- We will buy dual or hybrid CD/DVD ROMs when possible for MAC and IBM compatible PCs. Programs should be able to run on various versions of Windows, including the most recent version and the last two or three previous versions.
- We will not buy items which can be useful only if patrons make an illegal copy, (i.e. a home inventory or genealogy program)
- Both children's and adult titles will be purchased

Circulation Policy:

Only 2 items may be checked out to a borrower at any time.

No renewals will be allowed.

Loan period will be three (3) weeks.

CD-ROMs Software may be reserved and may be intralibrary loaned.

An overdue charge of \$1.00 per day will be assessed for late returns.

CD-ROMs Software may be borrowed by any person with a JCPL borrowers' card

Fines and Charges

- Fee for loss/damage to CD-ROM software will be the original cost plus a \$10 processing fee
- Fee for loss or damage to the user's manual or notebook is \$5.00 for one item, \$10.00 for more than one item.

The Library will make copies of the users' manuals before releasing the software CD-ROM for circulation.

1/97; revised 1/06; revised 2/07

Jasper County Public Library Library Capital Projects Fund 2008-2010

I. The Library District

Jasper County Public Library serves all of Jasper County except for Carpenter Township and Remington, with the headquarters library in Rensselaer (208 W. Susan), and branches in DeMotte and Wheatfield.

A seven-member board of trustees governs the library. Natalie Waling and Timothy Schultz are appointed by the County Council, Joan Floyd and Sue Deardorff by the County Commissioners, Anne-Marie Egan and Mari Anne Sayler by the Rensselaer Central School Board and Michael Crawford is appointed jointly by the Kankakee Valley School Board and West Central School Board. Terms have staggered expiration dates. The library employs 59 persons (the equivalent of 34.725 full-time staff) to work the combined 169 hours the three libraries are open each week.

Current Annual Budget (2007)

<u>Fund</u>	<u>Budget</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
Operating	\$1,809,932	\$917,854	.0646
Debt Service	\$216,260	\$500,977	.0353
Library Improvement Reserve	\$45,000	\$0	0
Library Capital Projects	\$45,000	\$212,822	.0150
Rainy Day Fund	\$30,763	\$0	0

II. Facilities

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately **17,000 square feet** each. Estimated current value of the Rensselaer library is \$3,333,719. Estimated current value of the DeMotte Library is \$3,242,037 (includes building, contents, outside structures).

The Wheatfield Library (350 S. Bierma Street) built in 2005 is **14,900 square feet**. Estimated current value is \$3,585,000.

All three buildings are in good condition.

As dictated by our long range plan, the Library Board is investigating the possibility of reorienting the front of the DeMotte Library's entrance from the west to the east side of the building to provide

patrons with ample, safer, more accessible and convenient parking. We also realize that the library will need changes in the future to accommodate expected population growth. This plan builds in funds for meeting DeMotte's needs in the future.

The library district does not own any real estate other than described above.

III. Library Service Area

The library service area is 506 square miles with a population of 27,947. The 2006 annual report shows **19,024** resident registered borrowers and **768** non-resident registered borrowers.

Library use: The number of persons entering our libraries during an average *week* in 2006 was **4,778**.

Patron assistance: Patrons often need help finding the book or information they need. Staff handles about 551 requests for assistance per week at the libraries.

Hours: Wheatfield is open 50.5 hours per week, including one evening and Saturdays. DeMotte is open 58 hours per week, including three evenings and Saturdays. Rensselaer is open 60 hours per week, including four evenings and Saturdays.

Materials collection:

Type of Material	DeMotte	Rensselaer	Wheatfield
Books	55,222	52,111	32,770
Videos & DVDs	2,338	3,806	1,655
Audiocassettes & CDs	2,534	3,160	2,600
Software & CD-ROMs	315	414	168

Periodicals/Newspaper Subscriptions owned by JCPL: 517.

The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows almost 2,000 items per year from other libraries across the country through interlibrary loan.

Circulation: Total circulation for 2006 was **299,114 items**. This included 96,242 children's items.

Public programming: The libraries offer a large and varied selection of programs for persons of all ages. In 2006, the 3 libraries offered a total of 541 programs, with a total attendance of 15,940. These included Summer Reading programs, author visits, book and film discussions, children's story hours, sign language classes, chess programs, local history and genealogy programs, computer and Internet training classes, blood pressure screenings, tax assistance for low income persons, and a great variety of other programs.

Technology:

Our automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog that patrons can use to place holds on materials, renew materials, and access their patron account information.

The Library uses computers and fax machines to move information quickly among the branches and to and from other libraries and patrons' homes and offices. It offers satellite programming to the community through a tunable satellite dish.

The Library has a home page on the World Wide Web (www.jasperco.lib.in.us) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 51 public workstations now have Internet access. Patrons made **42,574** visits to the library's well-used Internet workstations last year, **17,556 more visits than the year before**. Patrons use Internet workstations to file their taxes, search and apply for jobs, do their online banking, renew their license plates, file financial aid forms, take exams, plan a vacation, search for consumer and health information, and for other tasks too numerous to mention.

In addition, a wide-area network allows patrons at all three libraries to access valuable online databases and allows staff to share files with each other. Patrons at all three libraries have access to all electronic resources from most public workstations. Most of the online databases leased by the library are also available to patrons from their home or office computers.

All of our libraries provide access to word processing software, children's electronic books, educational programs, and games. The DeMotte and Rensselaer libraries offer access to CD-ROM databases specifically related to Genealogy. In 2006 we digitized a collection of historically significant documents that were the property of Rensselaer resident Robert Huston Milroy, a prestigious Civil War general. These images are accessible via our library website and are useful to Civil War scholars.

Patrons have access to wireless Internet service at all three libraries. This allows patrons to bring their own laptops and other portable electronic devices into our libraries and access the Internet via their own equipment, a service that has been requested by patrons.

The Library owns an LCD projector that may be used in any of our meeting rooms by groups reserving our meeting rooms. It may also be rented for use outside the library. Library staff use the projector for library programs and staff training sessions.

The Library has a portable computer lab that contains 10 laptop computers, an LCD projector, and a printer. The lab is used to provide computer-based instruction to residents of our service area. It may be used at any of our libraries. When it is not being used at any of our locations for a scheduled training session, it is available to businesses and local organizations for hands-on training for their employees or members. The lab is also available to area colleges who may wish to offer classes using our lab as a satellite location. The lab can only be used in our facilities.

IV. Anticipated Capital Projects Fund Resources

1. Sources and amounts of anticipated income

	2008	2009	2010
Property Taxes	\$261,478	\$269,325	\$277,305
Auto Excise	\$29,000	\$29,750	\$31,000
Financial Institutions Tax	\$435	\$465	\$505
CVET	\$2,900	\$3,100	\$3,350
Other Revenue (Interest)	\$21,587	\$35,812	\$51,259
TOTAL	\$315,400	\$338,452	\$363,419

2. Amount of revenue to be retained for expenditures proposed for future years.

2008	\$ 268,400 plus amount retained from previous years = \$672,086
2009	\$ 291,452 plus amount retained from previous years = \$963,538
2010	\$ 313,419 plus amount retained from previous year = \$1,276,957

3. Projected assessed valuation of the library district

2008	2009	2010
\$1,966,000,000	\$2,025,000,000	\$2,085,000,000

4. Projected tax rates and levies for the Capital Projects Fund based on the above assessed valuations.

	2008	2009	2010
Proposed property tax rate	\$0.0133	\$0.0133	\$0.0133
Proposed levy	\$261,478	\$269,325	\$277,305

V. Proposed Use of the Capital Projects Fund

I.C. 36-12-12-2(b)(1-3) states that the Library Capital Projects Fund may be used to pay for planned construction, repair, replacement, or remodeling. It may be used to pay for site acquisition and development. I.C. 36-12-12-2-4(c) states that it may be used to pay for purchase, lease, or repair of equipment to be used by the library district. I.C. 36-12-12-2-4(d) states that it may be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

BUDGET YEAR: 2008

Location: System-wide

An appropriation of \$47,000 will be made for purchase, maintenance and upgrading of computer hardware and software, and for network and automated systems hardware and software.

Allocation for Future Projects:

Location: DeMotte Library

The sum of \$268,400 will be set aside for future renovation at the DeMotte Library.

BUDGET YEAR: 2009

Location: System-wide

An appropriation of \$47,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including network and automated systems hardware and software.

Location: DeMotte Library

An appropriation of \$291,452 will be made for future renovation at the DeMotte Library.

BUDGET YEAR: 2010

Location: System-wide

An appropriation of \$50,000 will be made for purchase, maintenance and upgrading of network cabling, equipment and systems and of computer hardware and software.

Allocation for Future Projects:

Location: DeMotte Library

The sum of \$313,419 will be set aside for future renovation at the DeMotte Library.

Summary of Proposed Expenditures
And
Allocation to Future Projects By Plan Year:

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Planned construction, repair, replacement or remodeling	\$0	\$0	\$0
Purchase, lease or repair of equipment:	\$0	\$0	\$0
Upgrades, repair and maintenance Of computer hardware and software	\$47,000	\$47,000	\$50,000
<u>Subtotal Proposed Expenditures:</u>	\$47,000	\$47,000	\$50,000
Allocation for Future Projects	\$672,086*	\$963,538*	\$1,276,957
<u>Total Expenditures and Allocations:</u>	\$719,086*	\$1,010,538*	\$1,326,957

* Includes capital project funds set aside for allocation for future projects from previous year(s) which have not yet been spent.

LIBRARY CAPITAL PROJECTS FUND PLAN SUMMARY
Jasper County Public Library

EXPENDITURES:	2008	2009	2010
(1) Planned construction, repair, replacement or remodeling	-0-	-0-	-0-
(2) Acquisition of real property	-0-	-0-	-0-
(3) Site development	-0-	-0-	-0-
(4) Emergency Allocation	-0-	-0-	-0-
(5) Purchase, lease, repair, maintenance of equipment	-0-	-0-	-0-
(6) Purchase, lease, repair, maintenance of computer hardware and software	\$47,000	\$47,000	\$50,000
SUBTOTAL EXPENDITURES	\$47,000	\$47,000	\$50,000
(7) Allocation for future projects (cumulative totals)	\$672,086	\$963,538	\$1,276,957
TOTAL EXPENDITURES & ALLOCATIONS	\$719,086	\$1,010,538	\$1,326,957
SOURCES AND ESTIMATES OF REVENUES			
January 1 Cash Balance	\$403,686	\$672,086	\$963,538
Less encumbered appropriations	-0-	-0-	-0-
Cash balance available for current plan	\$403,686	\$672,086	\$963,538
Property taxes	\$261,478	\$269,325	\$277,305
Excise, CVET & F I T Receipts	\$32,335	\$33,315	\$34,855
Other revenue	\$21,587	\$35,812	\$51,259
TOTAL FUNDS AVAILABLE FOR PLAN	\$719,086	\$1,010,538	\$1,326,957
Projected Tax Rate for Library Capital Projects Fund	\$0.0133	\$0.0133	\$0.0133
Projected Tax Rate is based upon an estimated Assessed valuation of	\$1,966,000,000	\$2,025,000,000	\$2,085,000,000

JCPL FINANCIAL STATEMENT

F1

January 31, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$130,324.89	\$130,324.89	\$8,303.86	\$8,303.86	\$652,957.80
Includes Investments of: \$350,000.00						
Public Library Access Card Fund	\$31.00	\$31.00	\$31.00	\$30.00	\$30.00	\$30.00
Gift Fund	\$7,588.25	\$20.78	\$20.78	\$2,217.89	\$2,217.89	\$9,785.36
DeMotte	\$1,222.51	\$0.00	\$0.00	\$862.00	\$862.00	\$2,084.51
Rensselaer	\$5,656.46	\$12.39	\$12.39	\$735.89	\$735.89	\$6,379.96
Wheatfield	\$709.28	\$8.39	\$8.39	\$620.00	\$620.00	\$1,320.89
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$239.75	\$239.75	\$144,156.31
Includes Investments of: \$100,000						
Bond & Interest Redemption Fund	\$58,574.44	\$55,315.00	\$55,315.00	\$0.00	\$0.00	\$3,259.44
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$97,031.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$364.00	\$364.00	\$0.00	\$0.00	\$2,371.97
Capital Projects Fund	\$156,035.66	\$0.00	\$0.00	\$500.21	\$500.21	\$156,535.87
Includes Investments of: \$125,000						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$0.00	\$0.00	\$0.00	\$15,994.22
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$0.00	\$0.00	\$373.34	\$373.34	\$195,611.28
Includes Investments of: \$175,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,323.21	\$6,323.21	\$6,323.21	\$6,323.21	\$0.00
FICA Tax Collected	\$0.00	\$5,581.87	\$5,581.87	\$5,581.87	\$5,581.87	\$0.00
State Tax Collected	\$2,504.39	\$2,504.39	\$2,504.39	\$2,591.76	\$2,591.76	\$2,591.76
County Tax Collected	\$955.16	\$955.11	\$955.11	\$1,006.55	\$1,006.55	\$1,006.60
Deferred Comp.	\$0.00	\$2,270.00	\$2,270.00	\$2,270.00	\$2,270.00	\$0.00
#125 Pre-tax Plan	\$11.49	\$3,131.77	\$3,131.77	\$3,120.28	\$3,120.28	\$0.00
Employee Life Insur.	\$0.00	\$105.80	\$105.80	\$105.80	\$105.80	\$0.00
Employee P.E.R.F.	\$5,967.65	\$5,967.25	\$5,967.25	\$1,957.31	\$1,957.31	\$1,957.71
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,970.24	\$3,970.24	\$3,970.24	\$3,970.24	\$0.00
EIC	\$0.00	(\$33.33)	(\$33.33)	(\$33.33)	(\$33.33)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$216,831.98	\$216,831.98	\$135,589.74	\$135,589.74	\$1,314,262.32

Bank Balances*Report as of: 1/31/2007*

<i>Bank</i>		
1	Alliance Bank	\$492,690.03
2	Demotte State Bank	\$6,594.70
3	Alliance Bank-LIRF Acct	\$44,156.31
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$20,611.28
7	Kentland Banking Ctr- OPER CD#400039636	\$350,000.00
8	Kentland Banking Ctr-CPF CD#400039635	\$125,000.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$100,000.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$175,000.00
Total all banks =		\$1,314,262.32

Approved by the State Board Of Accounts for on 12:00:00 AM.

INVESTMENTS - 2007

F2.1

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
4/6/2007	400039736	Kentland Bank	91 days	\$350,000	5.271%	OPERATING	1/5/2007		
4/6/2007	400039735	Kentland Bank	91 days	\$125,000	5.271%	CPF	1/5/2007		
5/5/2007	400039737	Kentland Bank	120 days	\$175,000	5.271%	CONSTRUCTION	1/5/2007		
7/4/2007	400039738	Kentland Bank	180 days	\$100,000	5.271%	LIRF	1/5/2007		

CLOSED INVESTMENTS:

Appropriation Report for 100 Operating Fund

Report Date: From 1/1/2007 To 1/31/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,060.34	\$4,060.34	\$45,859.66	8.1
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$68,080.69	\$68,080.69	\$766,014.31	8.2
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$3,944.44	\$3,944.44	\$48,094.56	7.6
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,581.87	\$5,581.87	\$56,934.13	8.9
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$0.00	\$0.00	\$5,108.00	0.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$12,485.40	\$12,485.40	\$51,404.60	19.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$6,063.94	\$6,063.94	\$80,418.06	7.0
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$100,216.68	\$100,216.68	\$1,053,933.32	8.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$0.00	\$0.00	\$860.00	0.0
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$254.00	\$254.00	\$421.00	37.6
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$885.16	\$885.16	\$9,114.84	8.9
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$0.00	\$0.00	\$4,250.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$0.00	\$0.00	\$10,994.70	0.0
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$32,385.00	\$644.70	\$33,029.70	\$1,139.16	\$1,139.16	\$31,890.54	3.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$600.00	\$600.00	\$12,200.00	4.7
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$124.48	\$124.48	\$5,875.52	2.1
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$1,300.70	\$1,300.70	\$4,499.30	22.4
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$531.30	\$531.30	\$14,468.70	3.5
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$0.00	\$8,900.00	\$105.00	\$105.00	\$8,795.00	1.2
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$34.94	\$34.94	\$1,565.06	2.2
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$96.00	\$96.00	\$12,584.00	0.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.0
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$341.81	\$341.81	\$779.89	30.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$150.00	\$150.00	\$50.00	75.0
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$1,619.00	\$1,619.00	\$30,581.00	5.0
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$3,058.41	\$3,058.41	\$46,941.59	6.1
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$4,234.19	\$4,234.19	\$55,765.81	7.1
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$63.85	\$63.85	\$1,086.15	5.6
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$226.34	\$226.34	\$3,373.66	6.3
3.61 BUILDING & STRUCTURES	\$65,137.00	\$0.00	\$65,137.00	\$5,544.17	\$5,544.17	\$59,592.83	8.5
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$9.95	\$240.05	4.0
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$1,697.95	\$1,697.95	\$564.05	75.1
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$0.00	\$275.00	0.0
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$4,598.21	\$4,598.21	\$60,833.79	7.0
Subtotal	\$377,207.00	\$346.70	\$377,553.70	\$24,336.30	\$24,336.30	\$353,217.40	6.4
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	(\$4.49)	(\$4.49)	\$11,269.03	0.0
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$2,620.36	\$2,620.36	\$141,379.64	1.8
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$464.00	\$464.00	\$21,236.00	2.1
4.53 NONPRINTED MATERIALS	\$70,000.00	\$359.24	\$70,359.24	\$1,552.88	\$1,552.88	\$68,806.36	2.2
Subtotal	\$246,190.00	\$1,133.78	\$247,323.78	\$4,632.75	\$4,632.75	\$242,691.03	1.9
Grand Total	\$1,809,932.00	\$2,125.18	\$1,812,057.18	\$130,324.89	\$130,324.89	\$1,681,732.29	7.2

Approved by the State Board Of Accounts for on 12:00:00 AM.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06-Demco PO #7274
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06-Janway PO#7278-Rev
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06-Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06-Wal-Mart purchase#014133

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$2,125.18

Voucher List

Jasper County Public Library

Report Date: From 1/1/2007 To 1/31/2007

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25798	1	ANTHEM BLUE CROSS & BLUE	1/8/2007	COBRA Annual Administrative Fee - 16 Employees	\$600.00
25799	2	A&D BUILDERS, INC.	1/8/2007	Materials and Labor to fix Computer Desks	\$85.00
25800	3	ALLIED WASTE SERVICES #71	1/8/2007	Trash Service for Wheatfield-January 2007	\$58.81
25801	4	BAKER & TAYLOR	1/8/2007	Books, Continuations, AY	\$1,323.07
25802	5	BANK OF NEW YORK	1/8/2007	Bond of 2004 Principal & Interest GLA#211065 TAS #310888	\$55,315.00
25803	6	CAMPBELL PRINTING COMPA	1/8/2007	Letterhead Stationery and Rensselaer Addressed Envelopes	\$254.00
25804	7	CHESTER TECHNOLOGIES	1/8/2007	Toner Cartridges	\$780.00
25805	8	LIBRARY OF CONGRESS	1/8/2007	Cataloging Books: Subject Headings 30th Edition, Free Floating Subdivision 19th Edition	\$330.00
25806	9	GA FOODS GROUP	1/8/2007	Expenses for Film Discussion Group	\$12.39
25807	10	HERITAGE OFFICE PRODUCT	1/8/2007	Service Contract on DeMotte Copier #1460; Valid 12/31/06-12/31/07	\$880.56
25808	11	INDIANA DEPT. OF ENVIRONM	1/8/2007	Annual Fee for Public Water Systems-DeM & Wh	\$200.00
25809	12	INDIANA DEPARTMENT OF HO	1/8/2007	Annual Elevator State Inspection Fee-DeM Library	\$120.00
25810	13	INDIANA DEPT. OF WORKFOR	1/8/2007	State Unemployment Tax-4th quarter	\$425.44
25811	14	INDIANA LIBRARY FEDERATIO	1/8/2007	Institutional Membership-2007	\$1,447.95
25812	15	INGRAM	1/8/2007	Books	\$8.12
25813	16	INDIANA STATE LIBRARY	1/8/2007	1 PLAC Card Sold- 4th Quarter 2006	\$31.00
25814	17	JAN WAY COMPANY	1/8/2007	Imprinted Bike Bottles for Marketing	\$341.81
25815	18	LANDMARK AUDIOBOOKS	1/8/2007	Audiobooks	\$69.90
25816	19	LEARNINGEXPRESS, LLC	1/8/2007	Learn-A-Test On-Line Subscription 1/15/07-1/14/08	\$1,429.00
25817	20	M W INSURANCE AGENCY	1/8/2007	Treasurer and Asst Treasurer Bonds 2007	\$150.00
25818	21	MIDWEST TAPE	1/8/2007	DVD's	\$63.98
25819	22	NAPPANEE PUBLIC LIBRARY	1/8/2007	NICCL 2007 Annual Dues	\$100.00
25820	23	OED OFFICE OF ENERGY & D	1/8/2007	1st Quarter 2007 PFEED Payment	\$2,402.97
25821	24	POSTMASTER GENERAL	1/8/2007	Postage: 2000-\$.39; 60-\$.02; 50-\$.03; 120-\$.04; 100-\$.10; 80-\$.24; 140-\$.48; 160-\$.63; 60-\$.75; 100-\$.84; 100-\$.87; 100-\$ 1.00	\$1,300.70
25822	25	PUBLIC EMPLOYEES' RETIRE	1/8/2007	4th Quarter Pymt 2006-Employee & Employer PERF Retirement Contributions	\$18,452.65
25823	26	QUILL CORPORATION	1/8/2007	3x5 index cards, envelopes, tape, print cartridges, file trays, and pens	\$105.16
25824	27	RENSSELAER REPUBLICAN	1/8/2007	Whfd (1/10/07) & Rens (1/11/07) Lib Newspaper Subscription	\$220.00
25825	28	SIMPLEXGRINNELL LP	1/8/2007	2007 Fire Alarm Mtnc, DeM & Rens Library	\$2,105.00
25826	29	THOMSON GALE	1/8/2007	Encyclopedia of Associations	\$727.50
25827	30	CAPITAL ONE, F.S.B.	1/8/2007	HR Specialist Subscription (3/1/07-08) & Sales Tax Refund	\$96.51
25828	31	CULLIGAN	1/8/2007	Wh. Water Cooler Rental-Jan 2007	\$9.95
25829	32	McGOWAN INSURANCE GROU	1/8/2007	2007 Directors, Officers, & Employment Practices Liability Insurance-2 Yr Policy	\$1,619.00
25830	33	INDIANA LIBRARY FEDERATIO	1/8/2007	Trustee Annual Membership ILF	\$150.00
25831	34	THOMSON GALE	1/8/2007	Encyclopedia of Cancer	\$265.00
25832	35	JASPER COUNTY PUBLIC LIBR	1/4/2007	Purchase 91 Day CD #400039635 (CPF)	\$125,000.00
25833	36	KONE, INC.	1/8/2007	Qtly (Jan-March '07) Mtnc Fee - DeMotte Elevator	\$424.65
25834	37	AVC CORPORATION	1/8/2007	2007 Annual Service Agreement-Finanical Computer	\$1,188.00
25835	38	PRECISION CONTROL SYSTE	1/8/2007	DeM:Actuator and Valve leaking. Found bad damper. Replaced items. Ren:Replace Actuator	\$2,736.20
25837	39	JASPER COUNTY PUBLIC LIBR	1/4/2007	Purchase 91 Day CD#400039636 (OPER)	\$350,000.00
150145	40	JASPER COUNTY PUBLIC LIBR	1/4/2007	Purchase 120 Day CD# 400039637 (Construction)	\$175,000.00
120	41	JASPER COUNTY PUBLIC LIBR	1/4/2007	Purchase 180 day CD#400039638 (LIRF)	\$100,000.00

Printed on Friday, February 02, 2007

Page 1 of 3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
25838	42	EDUCATION NETWORKS OF A	1/8/2007	Internet Access - 12/1-12/31/06	\$300.00
25839	43	ANTHEM LIFE	1/10/2007	Health Insurance Premium-16 employees, January 2007	\$81.59
25840	44	EDWARD YOUNG	1/10/2007	Courier Mileage 12/15-12/31/06	\$240.30
0	45	IRS USA TAXPAYMENT	1/11/2007	EFT Federal and FICA taxes withheld 1/10/07 payroll, ref #00999248	\$8,103.14
25841	46	GREAT-WEST RETIREMENT S	1/10/2007	Deferred Comp withheld 1/10/07-8 participants	\$1,135.00
0	47	INDIANA DEPARTMENT OF RE	1/19/2007	EFT-State and County Tax Withheld December '06 Ref#05250 Verf Code 32	\$3,459.50
25842	48	FIRST TRUST CREDIT UNION	1/10/2007	Payroll deposits withheld January 10, 2007	\$1,799.82
25843	49	NIPSCO	1/10/2007	Wheatfield Utilities 12/04/06-1/03/07	\$1,795.68
25844	50	TOWN OF DEMOTTE	1/10/2007	Sewer service, DeMotte Lib, Nov 2006	\$66.50
25845	51	VISION SERVICE PLAN- (IN)	1/10/2007	VSP for 16 employees Jan-2007	\$155.70
0	52	PAYROLL	1/10/2007	PAYROLL	\$36,286.59
0	53	PAYROLL	1/25/2007	PAYROLL	\$39,798.88
25846	54	AFLAC	1/25/2007	January '07 Supplemental Ins.-Woods, Engelmann, Molenaar	\$212.40
25847	55	ANTHEM BLUE CROSS BLUE S	1/25/2007	Health Ins. JANUARY '07 Premium - 16 employees	\$8,426.38
25848	56	CITY OF RENSSELAER	1/25/2007	Rensselaer Utilities-12/06/06-1/08/07	\$2,865.68
25849	57	COMCAST CABLE	1/25/2007	INTERNET Connection-DeMotte, 1/11-2/10/07	\$160.00
25850	58	EDWARD YOUNG	1/25/2007	Courier Mileage, 1/2-1/15/07.	\$291.00
25851	59	EMBARQ COMMUNICATIONS I	1/25/2007	Long Distance, 12/8/06-1/7/07-Rens, DeM., Wheatfield	\$124.48
25852	60	GREAT-WEST RETIREMENT S	1/25/2007	Annuity W/held from 25 JAN 07 Payroll - 8 participants	\$1,135.00
25853	61	INDIANA LIBRARY FEDERATIO	1/25/2007	Legislative Day Seminar, 2/20/07, Stringfellow & 2 Legislatures-Brandt Hershman & Eric Gutwein.	\$105.00
0	62	IRS USA TAXPAYMENT	1/26/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held 25 JAN 07, Ref #00143989	\$9,350.48
25854	63	JOURNAL AND COURIER	1/25/2007	Newspaper Subsc.-Rens. Lib. 2/13/07-2/11/08	\$143.00
25855	64	FIRST TRUST CREDIT UNION	1/25/2007	Direct Deposits W/Held from 25 JAN 07 Payroll - 8 employees	\$2,170.42
25856	65	NIPSCO	1/25/2007	Utilities-DeMotte Lib., 12/8/06-1/9/07	\$2,796.12

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$966,831.98

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, February 02, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$966,831.98

Date this 12 day of February, 20 07.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

F5

January 31, 2007

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$3,175.18	\$3,175.18
DeMotte	\$1,173.40	\$1,173.40		
Rensselaer	\$1,240.03	\$1,240.03		
Wheatfield	\$761.75	\$761.75		
PHOTOCOPIES:			\$912.70	\$912.70
DeMotte	\$326.50	\$326.50		
Rensselaer	\$344.20	\$344.20		
Wheatfield	\$242.00	\$242.00		
INTEREST:			\$4,215.98	\$4,215.98
Checking/Repurchase/Savings/CD's	\$4,215.98	\$4,215.98		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$0.00	\$0.00
Rebates/Refund	\$0.00	\$0.00		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$0.00		
Interfund Reimbursement	\$0.00	\$0.00		
Other Receipts	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Equipment Sales	\$0.00	\$0.00		
Telephone Refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$8,303.86	\$8,303.86
PLAC FUND:-.....			\$30.00	\$30.00
GIFT FUNDS:			\$2,217.89	\$2,217.89
DeMotte	\$862.00	\$862.00		
Rensselaer	\$735.89	\$735.89		
Wheatfield	\$620.00	\$620.00		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$239.75	\$239.75
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$97,031.00	\$97,031.00
CAGIT Spec.Distribution	\$97,031.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$500.21	\$500.21
Interest Earned	\$500.21	\$500.21		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Refunds	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$373.34	\$373.34
Int. Earned(Chkg.,CD's,Escrow)	\$373.34	\$373.34		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$108,696.05	\$108,696.05

WITHHOLDING ACCOUNT FUNDS:

			\$26,893.69	\$26,893.69
FIT Tax Collected	\$6,323.21	\$6,323.21		
FICA Collected	\$5,581.87	\$5,581.87		
State Tax Collected	\$2,591.76	\$2,591.76		
County Tax Collected	\$1,006.55	\$1,006.55		
Deferred Comp Plan	\$2,270.00	\$2,270.00		
Pre-tax Insurance Plans	\$3,120.28	\$3,120.28		
Life Insurance	\$105.80	\$105.80		
PERF	\$1,957.31	\$1,957.31		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,970.24	\$3,970.24		
EIC	(\$33.33)	(\$33.33)		
TOTAL RECEIPTS - ALL FUNDS.....			\$135,589.74	\$135,589.74

Voucher List

Jasper County Public Library

Report Date: From 2/1/2007 To 2/12/2007

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25865	66	AARON'S LAWN CARE	2/12/2007	Cleaning Walks and Plowing for DeMotte (1/21- 1/29/07) and Wheatfield (1/16-1/29/07)	\$630.00
25866	67	ACE HARDWARE	2/12/2007	Silicone Caulk, Gasket, Toilet Repairs	\$52.26
25867	68	AFFORDABLE ALTERNATIVES	2/12/2007	\$1 Day fine Labels	\$24.40
25868	69	BAKER & DANIELS	2/12/2007	Teleconference leave policies with director	\$490.00
25869	70	BAKER & TAYLOR	2/12/2007	Books, Continuations, AY	\$11,020.04
25870	71	BAKER & TAYLOR ENTERTAIN	2/12/2007	DVD's	\$250.61
25871	72	BARNES & NOBLE	2/12/2007	Books, Program Supplies	\$94.75
25872	73	BIERMA HARDWARE, INC.	2/12/2007	Mouse Traps, 2 Spray Nine Cleaner	\$34.96
25873	74	BOYCE FORMS/SYSTEMS	2/12/2007	A/P Checks and Payroll Checks	\$630.93
25874	75	BROWN'S GARDEN & FLORAL	2/12/2007	Chanticleer & Autumn Blaze Pear Tree,Roots, Tablets, Mulch, & Removal of Concrete	\$322.89
25875	76	BUTLER UNIVERSITY CHILDR	2/12/2007	Children's Literature Conference for Hamel & Engelmann	\$170.00
25876	77	CAPITAL ONE, F.S.B.	2/12/2007	2 Airline Tickets for Maxwell/Evans for CIL Convention	\$277.60
25877	78	CDW GOVERNMENT, INC	2/12/2007	Kingston DataTravelers-13	\$295.96
25878	79	CENTRAL STATES SALES CO	2/12/2007	Track lighting & FI bulbs	\$149.32
25960	80	CIRCLE R ELECTRIC, INC.	2/12/2007	Repair/Replace Lamps at R.	\$830.24
25880	81	CULLIGAN	2/12/2007	Wh. Water Cooler Rental-Feb 2007 & Water	\$38.45
25881	82	DAIGE, INC.	2/12/2007	Prostick Waxer Refills-DeM	\$19.33
25882	83	DEMCO	2/12/2007	Book Tape, Book Pockets, Foil Labels, Book rack, Keepsake box, Shelving, Pedestal Sign, Pamphlet Holders, Poster Cover, Easel	\$1,419.24
25883	84	EDUCATION NETWORKS OF A	2/12/2007	Internet Access - 1/1-1/31/07	\$300.00
25884	85	FASE'S WATER TREATMENT	2/12/2007	Redout for water softener	\$45.00
25885	86	GA FOODS GROUP	2/12/2007	Expenses for Pinochle Program	\$10.47
25886	87	GAIL JUNG	2/12/2007	Mileage for Mngt Mtg	\$21.34
25887	88	GAYLORD BROS.	2/12/2007	CD Classification Guides, Foil Spine Labels	\$82.18
25888	89	HP PRODUCTS CORP.	2/12/2007	Floor Cleaner, Vacuum Bags, Glene Glass Cleaner	\$205.68
25889	90	INCOLSA	2/12/2007	Registration fee for CIL. Maxwell/Evans	\$398.00
25890	91	INGRAM	2/12/2007	Books	\$62.35
25891	92	INSPIRATIONAL DISTRIBUTOR	2/12/2007	Books	\$58.98
25892	93	JASPER COUNTY HOSPITAL	2/12/2007	Coliform/Nitrate Test-DeM water 1/9/07	\$34.00
25893	94	KIRBY RISK CORPORATION	2/12/2007	Porcelain Light Fixture	\$16.13
25894	95	KOLOTECH, INC.	2/12/2007	5 cs. Fluorescent Lights-F32T8	\$388.69
25895	96	LAFAYETTE BANK AND TRUST	2/12/2007	Safe Deposit Box - Annual Fee	\$50.00
25896	97	LANDMARK AUDIOBOOKS	2/12/2007	Audiobooks	\$214.10
25897	98	LINDA POORTENGA	2/12/2007	Mileage-Ct Parts & Microfilm Demo	\$81.48
25898	99	LUZ ARAMBULA	2/12/2007	Mileage - Salesman & SR mtg	\$10.19
25929	100	MIDWEST TAPE	2/12/2007	DVDs	\$192.85
25930	101	MOVIE LICENSING USA	2/12/2007	Annual Copyright Compliance License 2/1/07-1/31/08	\$480.00
25931	102	MOOLENAAR SUPREME LAW	2/12/2007	Lawn Care Service 2007	\$925.00
25932	103	NANETTE SPEACHT	2/12/2007	Lg Print Books, DVDs	\$153.89
25933	104	NEEDLES POINT	2/12/2007	Scrapbook supplies	\$28.85
25934	105	NIPSCO	2/12/2007	Wheatfield Utilities 1/4-2/1/07	\$1,920.04
25935	106	ORIENTAL TRADING CO., INC	2/12/2007	Supplies for storytime program	\$33.75
25936	107	PATTY STRINGFELLOW	2/12/2007	Mileage - Directors Mtg, Friends Mtg, Mgmt Mtg, Exit Interview, Town Hall Mtg, & Branch Visits	\$170.72
25937	108	PORTER CO. PUBLIC LIBRARY	2/12/2007	NILBA Program	\$72.00
25938	109	POST TRIBUNE PUBLISHING, I	2/12/2007	Ren. Subscription 1/31/07 - 1/31/08	\$80.60

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
25939	110	QUILL CORPORATION	2/12/2007	Index Cards, Inkjet Cart., Paper Towels, Paper, Toner, Markers, Tape, Laser Jet Printer, Construc. Paper, & Staples	\$3,146.30
25940	111	RAND McNALLY & COMPANY	2/12/2007	Continuation	\$299.85
25941	112	RECORDED BOOKS, LLC	2/12/2007	Audiobooks	\$918.64
25942	113	RENSSELAER REPUBLICAN	2/12/2007	Ad for DeM Branch Manager 1/20 & 1/22/07	\$243.95
25943	114	R.H. DONNELLEY	2/12/2007	Yellow Pages Advertising Feb, March, & April	\$247.50
25944	115	SCHNAIBLE SERVICE & SUPPL	2/12/2007	Garbage Liners, Tissue, Multifold Towels	\$456.51
25945	116	SUSAN ENGELMANN	2/12/2007	Books, Craft Supplies, Mtg Expenses, Santa Expenses, Storage Boxes, Mileage	\$247.12
25946	117	TESS HAMEL	2/12/2007	Mileage-Childrens Literature Conference	\$119.80
25947	118	THE LIBRARY CORPORATION	2/12/2007	Terminal Server Mtnce Contract Renewal, 5/07-4/08	\$600.00
25948	119	THOMSON GALE	2/12/2007	Consumer Sourcebook	\$385.00
25949	120	TOM SNYDER PRODUCTIONS	2/12/2007	Maxdata License Agreement & Windows CD Rom	\$37.80
25950	121	ULINE	2/12/2007	Black DVD Cases	\$221.86
25951	122	UNIQUE MANAGEMENT SERVI	2/12/2007	Collections -Dec Initial & Secondary Placements	\$203.34
25952	123	VISION SERVICE PLAN- (IN)	2/12/2007	VSP for 15 employees Feb-2007	\$138.18
25953	124	WAL-MART COMMUNITY BRC	2/12/2007	Cleaning Supplies, Craft Supplies, DVD's, Wipes, CD Book, Copy Paper	\$841.48
25954	125	WEBBALANCED TECHNOLOGI	2/12/2007	Internet filtering Service License	\$360.00
25955	126	YVONNE DEL VECCHIO	2/12/2007	Buffalo Snow, Foam Board, Mileage	\$41.31
0	127	PAYROLL	2/9/2007	PAYROLL	\$37,132.46
25857	128	ALLIED WASTE SERVICES #71	2/9/2007	Trash Service for Wheatfield-February 2007	\$58.65
25858	129	ANTHEM BLUE CROSS BLUE S	2/9/2007	Health Insurance Premium -Feb '07	\$7,999.33
25859	130	ANTHEM LIFE	2/9/2007	Health Insurance Premium-16 employees, February 2007	\$74.69
25860	131	CHICAGO TRIBUNE	2/9/2007	Subscription Renewal Rn. 2/25/07-2/23/08	\$148.05
25861	132	EDWARD YOUNG	2/9/2007	Courier Mileage, 1/16-1/31/07	\$349.20
25862	133	GREAT-WEST RETIREMENT S	2/9/2007	Annuity W/held from 9 FEB 07 Payroll - 8 participants	\$1,135.00
25863	134	FIRST TRUST CREDIT UNION	2/9/2007	Direct Deposits W/Held from 9 FEB 07 Payroll - 8 employees	\$2,281.71
0	135	INDIANA DEPARTMENT OF RE	2/9/2007	EFT-State and County Tax Withheld February '07 Ref#81826 Verf Code 35	\$3,598.31
0	136	IRS USA TAXPAYMENT	2/9/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held Feb 9, '07, Ref #00877815	\$8,042.52
25864	137	TOWN OF DEMOTTE	2/9/2007	Sewer service, DeMotte Lib, Dec 2006	\$66.50
25956	138	LEXICON MARKETING CORP.	2/12/2007	DVD Interactive	\$45.00
25957	139	POLGARCHESS.COM	2/12/2007	DVD	\$30.28
25958	140	CENTRAL INDIANA HARDWAR	2/12/2007	Rekeying Ren. Library	\$89.54
25959	141	FACTS ON FILE	2/12/2007	Career Guidance on-line Database 1/18/07-1/17/08	\$547.45
150146	142	CIRCLE R ELECTRIC, INC.	2/12/2007	Install display case lights, mtg rm emergency lt, entrance lt switch-WH Lib	\$358.96

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$93,253.56

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, February 07, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$93,253.56.

Date this 12th day of February, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MARCH

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 12, 2007, 7pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of February Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R10)

General Business

Capital Projects Fund (R 15)
Wheatfield Connective Sidewalk (R 15)
Oath of Office-Sue Deardorff (R 15)
Playaway (R 16)
Satellite Program (R 16)
LSTA Grant: Self Check-out (R 16 - R 17)

Action
Action
Action
Action
Action
Information

Director's Report (R 17 – R 20))

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

February 12, 2007
Rensselaer Library

Present: Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Joan Floyd, Natalie Waling, Patricia Stringfellow, Gail Jung, Linda Poortenga, Susan Englemann, and Diana Kooy. **Absent:** Michael Crawford, Susan Deardorff.

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by T. Schultz, to approve the Agenda and Consent Agenda items, Minutes of the January 8th Board Meeting & Board of Finance Meeting, January bills and financial reports, Salary Ordinance update, Staff Code of Ethics Policy, Gift Policy, and minor changes to the Circulating CD-Rom Policy (re: Circulating Software Policy), Staff Development Day closing, and Workshop Requests. Motion passed unanimously. A written report is requested from the Youth Service staff members attending the Annual Teen Literature Seminar, Read! It's a Guy Thing.

Annual Rensselaer Library Report: L. Poortenga reviewed her first year as head librarian with the board. Staffing issues were ongoing throughout the year as a result of an employee retirement, relocation, illnesses, broken bones, death, marriages, and internal promotions. Staff was able to attend workshops in their field of expertise while still meeting staffing needs. We offered a variety of adult programs again with belly dancing, bracelet making, and Beginning Tai Chi, drawing large attendances. We participated in outreach programs such as Cops Night Out, Health Fair, Spanish Fiesta, Christmas Tree Walk, Seniors Tax Assistance, Internet for Seniors classes, & the Lifelong Learning Network. Milroy Collection has primarily been digitized, but will continue to be an ongoing project. We love having our volunteers. They are a wonderful asset to the library. The biography and history genres are being updated and adult fiction weeded. Magazine selections will likely be cutback with only the more circulated titles purchased. Funding for the Microfilm Reader/Printer has been pledged with the purchase expected soon. Patrons and staff are pleased with self-serve through PC Mgmt software, multi-use computers, and wireless capabilities. In response to the patron survey, the CD music categories have been simplified and browsers made more user friendly; bathrooms are unlocked with no increase in vandalism. New carpeting was finally installed in February, two new trees purchased, and furniture steam-cleaned recently. Goals for 2007 are interior painting of library (as funds allow), increase circulation stats, evaluate circulating & reference collections, and staff training on database searching & reference resources.

Rensselaer Youth Services Report: Susan Englemann, Youth Services Specialist, had a great time offering a variety of programs for toddlers to teens. She incorporated elements of Early Childhood Literacy in the toddler/preschool programs. Students enjoyed Movies & Munchies, Third Thursday educational-themed programs, summer reading, after school programs, and Make-it/Take-it Crafts. Special events held were Turn Off TV Week, Fiesta Day, Fall Festival, Halloween program, and Santa visit. Pre-readers also were included in the summer reading program. Book Buddies and Tweens Read book discussions were held this year. Outreach includes visits to Playscape/Head Start, book deliveries to JC Youth Center, and Monday afternoon programs for Homeschoolers. INSPIRE for Kids training from INCOLSA is being offered & Rosetta Stone software in Spanish and French has been purchased. Highlights for 2007 are programs that revolve around Jasper County Reads Shackleton for kids, penguin story and craft times, and polar expeditions. We will be capitalizing on the statewide theme, Get a Clue @ Your Library, for summer reading and will receive free activity kits, handouts, craft ideas. We will have party for Harry Potter fans when the latest book is released in July. It is very exciting each year to offer innovative programming for our youth.

Capital Projects Plan: The director outlined points in the CPF Plan that included increasing technology portion by \$2000. On a motion by J. Floyd, seconded by T. Schultz, the board

approved advertising and holding a public hearing on March 12, 2007 for the Capital Projects Fund plan.

Wheatfield Development Report: D. Kooy shared a layout of the proposed housing edition to the west of the library. It showed a tentative connective sidewalk across library property beginning at the edge of the development's sidewalk. The walkway would cross over one of the retention ponds. The town believes there may be grant money available to help with funding; however, it was unclear if this would cover the cost of the connective sidewalk on the library's side. The library definitely wants to be kept informed of development plans. If the town of Wheatfield wants to pursue the connective sidewalk idea more seriously, they should contact the library Board through the director.

ISL & INCOLSA: Director P. Stringfellow attended one of the informal statewide Town Hall Meetings as well as received a flood of communications via email regarding the budgeting situation between ISL and INCOLSA and how service to most all library communities may be affected. She shared what she has learned so far. N. Waling, P. Stringfellow, and G. Jung will attend the NILBA Dinner Meeting to hear more from INCOLSA director, Michael Piper.

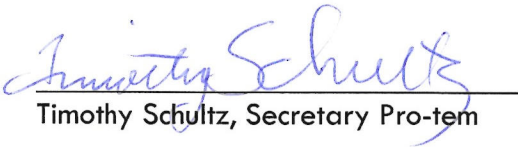
DeMotte Branch Manager: Applicants have been narrowed down to three top candidates. Second interviews are scheduled. P. Stringfellow hopes to fill the position before the end of the month.

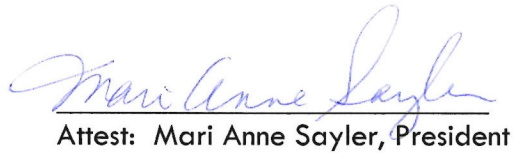
Santa House @ Wheatfield Lib: Santa house was in place for Christmas 2006. D. Kooy spoke with Mary Kenning to convey library concerns about how this had worked. M. Kenning has indicated that there will be a few changes for next year, offering fewer and shorter days. With that in mind, we will allow the Santa House to be placed at the Wheatfield library again next year and then reevaluate.

Library Certification Agreements: T. Schultz suggested that in the future we consider the terms under which we allow employees to obtain their library certification or MLS while working for the library.

Oath of Office: In the absence of S. Deardorff, this item shall be put on March agenda.

With no further business, the meeting adjourned at 8:02 PM on a motion by J. Floyd. Second by N. Waling.


Timothy Schultz, Secretary Pro-tem


Attest: Mari Anne Sayler, President

**Salary Ordinance 2007
Updated 3/12/07**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Tess Hamel	R Spec 1	\$9.58	3/1/07	35	R
Brenda Thompson	D Lib 3	\$18.51	3/16/07	40	D

Tess Hamel has been promoted to Specialist 1 at the Rensselaer Library, replacing Sharon Schulenberg. She will be responsible for Reference Desk and Reader's Advisory Services, Interlibrary Loans, adult displays, and some adult programming.

Brenda Thompson has been hired as a Librarian 3. She will be the Branch Manager at the DeMotte Library, responsible for selection and maintenance of the library collection, supervision of the staff, equipment, programming, building and grounds.

We have examined and approved the changes to the 2007 Jasper County Public Library Salary Ordinance. Dated 3/12/07

<u>Timothy Schultz</u>	<u>Gene-Marie Egan</u>
<u>Jean A. Glaze</u>	<u>John J. Egan</u>
<u>Mari Anne Layle</u>	<u>Susan Weardoff</u>
<u>Natalie Welling</u>	

CIRCULATION BY HOLDINGS CODE
February 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1	2		3
Award Winner JE (DAJE)	4			4
Award Winner JFIC (DAJFIC)	20	1	1	22
Award Winner JNF (DAJNF)	3			3
Award Winner JPFIC (DAJBPF)	2			2
Award Winner YAFIC (DAYAF)	3			3
Award Winner YAPFIC (DAYPBF)	1			1
Biography (DBIO)	48	2	1	51
Books on CD (DBKCD)	142	5	1	148
Books on Tape (DBKT)	45			45
Compact Disc (DCD)	323	9	4	336
DVD (DDVD)	1212	8	7	1227
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	54		1	55
Fiction (DFIC)	999	38	37	1074
Fiction Fantasy (DFICF)	12	1		13
Fiction Mystery (DFICM)	210	5	5	220
Fiction Science Fiction (DFICSF)	11			11
Fiction Western (DFICW)	43			43
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
ILL (DILL)	22			22
Internet (DINTER)				0
Juv. Biography (DJBIO)	78	24	1	103
Juv. Book on CD (DJBKCD)	7	1		8
Juv. Book on Tape (DJBKT)	39			39
Juv. Compact Disc (DJCD)	13	2		15
Juvenile Easy (DJE)	675	28	3	706
Juv. Easy Reader (DJER)	259	7		266
Juv. Fiction (DJFIC)	316	11	1	328
Juv. Holiday books (DJHOL)	30	2	2	34
Juv. Magazine (DJMAG)	80			80
Juv. Music Cassette (DJMC)	1			1
Juv. Nonfiction (DJNF)	500	35	5	540
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)				0
Juv. Reference (DJREF)				0
Juv. Toddler (DJTOD)	10			10
Large Print Fiction (DLPF)	81	3		84
Large Print Nonfic (DLPNF)	3			3
Magazine (DMAG)	953		7	960
Music Cassette (DMCAS)				0
Nonfiction DVD (DNFDVD)	15		1	16
Nonfiction (DNFIC)	898	49	26	973
Nonfiction VHS (DNFVHS)	39	5		44
Professional Coll. (DPROF)				0

Parent Shelf Juv. Fic (DPSJFic)				0
Parent Shelf Juv. NF (DPSJNF)	5			5
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)				0
Spanish Collection (DSPA)	11	1		12
Software (DSWAR)	80			80
Vertical File (DVF)	3			3
VHS (DVHS)	457			457
YA Biography (DYAB)				0
YA Books on CD (DYABKCD)	1			1
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	58	4	3	65
YA Nonfiction (DYANF)	21	7		28
YA Paperback Fic (DYAPBF)	55	4		59
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)				0
Award Winner JFIC (RAJFIC)				0
Biography (RBIO)	4	50		54
Books on CD (RBKCD)	6	144	9	159
Books on Tape (RBKT)		70		70
Compact Disc (RCD)	5	253	4	262
DVD (RDVD)	2	2015		2017
Equipment (REQP)		8		8
See librarian (RERR)				0
Express Book (REXP)		70		70
Fiction (RFIC)	43	1111	16	1170
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
ILL (RILL)	11	69	7	87
Internet (RINTER)				0
Juv. Biography (RJBIO)	3	39	1	43
Juv. Book on CD (RJBKCD)		4		4
Juv. Book on Tape (RJBKT)	2	20		22
Juv. Compact Disc (RJCD)		19		19
Juvenile Easy (RJE)	6	894	4	904
Juv. Easy Reader (RJER)	1	157		158
Juv. Fiction (RJFIC)	5	300	2	307
Juv. Magazine (RJMAG)		24		24
Juv. Music Cassette (RJMC)				0
Juv. Nonfiction (RJNF)	4	461		465
Juv. Paperback fic (RJPBF)				0
Juv. Reference (RJREF)				0
Juv. Toddler (RJTOD)		1		1
Large Print Fiction (RLPF)	8	139	2	149
Large Print Nonfic (RLPNF)	1	2		3
Magazine (RMAG)	9	222		231
Music Cassette (RMCAS)				0
Nonfiction DVD (RNFDVD)		28		28

Nonfiction (RNFIC)	54	740	29	823
Nonfiction VHS (RNFVHS)	4	73	2	79
Professional Coll. (RPRO)		6		6
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	31		32
Software (RSWAR)	1	54		55
Vertical File (RVF)	1	3		4
VHS (RVHS)	6	580	4	590
YA Biography (RYAB)		6	1	7
YA Books on CD (RYABKCD)		1		1
YA Books on Tape (RYABKT)		2		2
YA Fiction (RYAF)	2	169	4	175
YA Nonfiction (RYANF)	2	44		46
YA Paperback Fic (RYAPBF)		19		19
Award Winner JE (WAJE)				0
Biography (WBIO)	6	3	26	35
Books on CD (WBKCD)	7	12	130	149
Books on Tape (WBKT)	1	4	38	43
Compact Disc (WCD)	12	9	178	199
DVD (WDVD)	8	5	1103	1116
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			35	35
Fiction (WFIC)	46	43	556	645
Fiction Fantasy (WFICF)	2	1	21	24
Fiction Mystery (WFICM)	4	7	119	130
Fiction Science Fiction (WFICSF)		1	6	7
Fiction Western (WFICW)			3	3
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
ILL (WILL)			8	8
Internet (WINTER)	1024	1813	973	3810
Juv. Biography (WJBIO)	4	26	36	66
Juv. Book on CD (WJBKCD)			8	8
Juv. Book on Tape (WJBKT)		1	13	14
Juv. Compact Disc (WJCD)			14	14
Juvenile Easy (WJE)	4	28	764	796
Juv. Easy Reader (WJER)	1	3	150	154
Juv. Fiction (WJFIC)	17	12	250	279
Juv. Magazine (WJMAG)			50	50
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	17	3	279	299
Juv. Paperback fic (WJPBF)				0
Juv. Reference (WJREF)				0
Juv. Toddler (WJTOD)			1	1
Large Print Fiction (WLPF)	3		42	45
Large Print Nonfic (WLPNF)		1	2	3
Magazine (WMAG)	12	1	218	231
Nonfiction DVD (WNFDVD)			36	36

Nonfiction (WNFIC)	38	23	465	526
Nonfiction VHS (WNFVHS)	1		17	18
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)		1	10	11
Software (WSWAR)			57	57
Vertical File (WVF)			4	4
VHS (WVHS)	1	4	439	444
YA Biography (WYAB)		4	4	8
YA Books on CD (WYABKCD)		3	1	4
YA Books on Tape (WYABKT)			92	92
YA Fiction (WYAF)	15	8	31	54
YA Nonfiction (WYANF)	5	2		7
YA Paperback Fic (WYAPBF)			5	5
TOTAL	9252	10100	6375	25727

CIRCULATION BY HOLDINGS CODE
February 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	2	0	3
Award Winner JE (AJE)	4	0	0	4
Award Winner JFIC (AJFIC)	20	1	1	22
Award Winner JNF (AJNF)	3	0	0	3
Award Winner JPFIC (AJPF)	2	0	0	2
Award Winner YAFIC (AYAF)	3	0	0	3
Award Winner YAPFIC (YAYPBF)	1	0	0	1
Biography (BIO)	58	55	27	140
Books on CD (BKCD)	155	161	140	456
Books on Tape (BKT)	46	76	38	160
Compact Disc (CD)	340	271	186	797
DVD (DVD)	1222	2028	1110	4360
Equipment (EQP)	0	8	0	8
See librarian (ERR)	0	0	0	0
Express Book (EXP)	54	70	36	160
Fiction (FIC)	1088	1192	609	2889
Fiction Fantasy (FICF)	14	2	21	37
Fiction Mystery (FICM)	212	12	31	255
Fiction Science Fiction (FICSF)	11	1	6	18
Fiction Western (FICW)	43	0	3	46
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
ILL (ILL)	33	69	15	117
Internet (INTR)	1024	1813	973	3810
Juv. Biography (JBIO)	85	89	38	212
Juv. Book on CD (JBOD)	7	5	8	20

Juv. Book on Tape (JBKT)	41	21	13	75
Juv. Compact Disc (JCD)	13	21	14	48
Juvenile Easy (JE)	685	950	771	2406
Juv. Easy Reader (JER)	261	167	150	578
Juv. Fiction (JFIC)	338	323	253	914
Juv. Holiday (JHOL)	30	2	2	34
Juv. Magazine (JMAG)	80	24	50	154
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	521	499	284	1304
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	10	1	1	12
Large Print Fiction (LPF)	92	142	44	278
Large Print Nonfic (LPNF)	4	3	2	9
Magazine (MAG)	974	223	225	1422
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	990	812	520	2322
Nonfiction VHS (NFVH)	44	78	19	141
Professional Coll. (PROF)	0	6	0	6
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	5	0	0	5
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	25	30	11	66
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	12	33	10	55
Software (SWAR)	81	54	57	192
Vertical File (VF)	4	3	4	11
VHS	464	584	443	1491
YA Biography (YAB)	0	10	5	15
YA Books on CD (YABKCD)	1	4	1	6
YA Books on Tape (YABKT)	0	2	92	94
YA Fiction (YAF)	75	181	38	294
YA Nonfiction (YANF)	28	53	0	81
YA Paperback Fic (YAPBF)	55	23	5	83
				0
Free reads	254	317	105	676
Games/Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	9514	10421	6361	26296

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1488	1721	794	4003
Nonfiction	1089	939	570	2598
CHILDREN'S BOOKS				
Fiction	1310	1441	1175	3926

Nonfiction	645	592	324	1561
YA BOOKS				
Fiction	134	204	43	381
Nonfiction	28	63	5	96
Magazines, Adult	974	223	225	1422
Magazines, Children	80	24	50	154
Sound Recordings, adult	542	514	457	1513
Sound Recordings, ch	62	47	35	144
Online databases	0	0	0	0
Software	81	54	57	192
Vertical file	4	3	4	11
VHS/DVD	1730	2690	1572	5992
Equipment	0	8	0	8
Total	8167	8523	5311	22001
 A-V Circulation	 2415	 3305	 2121	 7841
A-V Circulation as % of total	29.6%	38.8%	39.9%	35.6%

CIRCULATION STATISTICS

February 2007

	DEMOTTE			RENSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
ADULT BOOKS										
Fiction	68	3	1,488	64	214	1,721	66	2	794	4,003
Nonfiction	52	1	1,089	97	362	939	34	68	570	2,598
CHILDREN'S BKS										
Fiction	30	158	1,310	38	8	1,441	9	0	1,175	3,926
Nonfiction	19	55	645	48	6	592	2	0	324	1,561
YA BOOKS										
Fiction	11	1	134	13	21	204	0	0	43	381
Nonfiction	6	1	28	4	10	63	0	0	5	96
Magazines,Adult			974			223			225	1,422
Magazines, Child			80			24			50	154
Games, Toys										0
Sound Rec/Adult	74	4	542	51	24	514	67	0	457	1,513
Sound Rec/Child	4	0	62	3	0	47	1	0	35	144
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	81	0	10	54	0	0	57	192
Vertical Files	0	0	4	0	0	3	0	0	4	11
VHS/DVD	44	0	1,730	70	88	2,690	47	3	1,572	5,992
Equipment			0			8			0	8
TOTAL	308	223	8,167	388	743	8,523	226	73	5,311	22,001

END OF MONTH:

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned

60.816

58.738

37.528

Circulation Increase/Decrease

-8.5%

62.0%

-5.7%

MONTHLY SYSTEM STATISTICS

2006

2007

% change

Current month's Circulation

19,813

22.001

11.0%

Jan. to date circulation

47,386

47,626

0.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
15,658	15,723	12,059	11,909	10,252	10,316
16,035	16,086	20,358	20,093	8,823	8,789
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
12,212	12,084	10,829	10,859	7,798	7,807
9,026	8,990	6,284	6,326	4,298	4,300
					Fiction
					Nonfiction
					YA BOOKS
2,046	2,056	1,949	1,941	1,532	1,532
387	392	51	45	126	126
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,076	2,146	2,727	2,754	2,234	2,301 Sound Rec/Adult
480	484	431	434	400	401 Sound Rec/Child
25	25	16	16	1	1 Online Databases
314	314	413	403	168	168 Software
3	3			0	0 Vertical Files
2,350	2,394	3,814	3,796	1,686	1,730 VHS/DVD
119	119	142	142	57	57 Equipment
60,731	60,816	59,093	58,738	37,375	37,528 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

February 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL HOURS SPENT	
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	181	39	206	45	249	54	636	138
LOCAL HISTORY								
In person	3	1	5	1	2	1	10	3
Letters written	1	1	8	8		0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1024	43	1813	76	973	41	3810	159
Computer software used	87	7	106	9	101	8	294	25
VCR Use		0	2	0	2	0	4	1
Microforms	13	2	39	5		0	52	7
CD ROM/Online databases	90	8	350	29	44	4	484	40
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used		0	1	0		0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	6	6	3	2		0	9	6
Notarized documents	9	2	84	21	0	0	93	23
Meeting Room Use (no. of group)	64	21	32	11	27	9	123	41
Study room use	13	1	36	3	9	1	58	5
Proctoring	1	1		0		0	1	1
Tax Forms distributed		0	17	0		0	17	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	46		318		133		497	
WIRELESS USE via patron owned pcs	4		16		8		28	
INTERLIBRARY LOANS								
Requests made for:	43	11	40	10	16	4	99	25
Items rec'd for:	25	13	30	15	11	6	66	33
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7534	7911	3878	19323
Non-resident, paying	1	8	0	9
PLAC card users	0	1	0	1
Reciprocal borrowers (Hispanic cards issued)	400	319	67	786

PROGRAMS

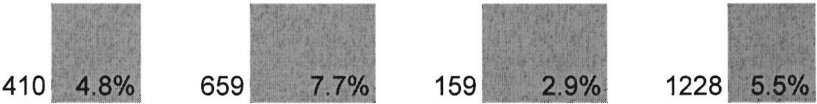
	DeMotte	Rensselaer	Wheatfield	TOTAL HOURS SPENT
	Hrs.	Hrs.	Hrs.	

Programs for all ages	3	18	2	12	0	0	5	30
Children's Programs (0-13)	10	60	13	78	9	54	32	192
Number attending	281		129		238		648	
YA Programs (14-17)	1	6	1	6	0	0	2	12
Number attending	53		9		0		62	
Adult Programs	8	48	2	12	0	0	10	60
Number attending	153		74		15		242	
Senior Citizen Programs	5	30	4	24	1	6	10	60
Number attending	81		97		9		187	
Total Number of Programs	27	162	22	132	10	60	59	354
Total Persons Attending	568		309		262		1139	
Total Attending Same Month Last	288		203		187		678	
Total Staff Hours Spent		317		367		187		869
Total Number of In-House Program	17		20		6		43	
Total Attendance	401		281		65		747	
Total Number of Outreach Program	10		2		4		16	
Total Attendance	167		28		197		392	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6691	78.9%	6406	74.4%	4382	79.2%	17479	78.1%
Corporate	7	0.1%	55	0.6%	0	0.0%	62	0.3%
Juvenile 0-11	584	6.9%	477	5.5%	433	7.8%	1494	6.7%
Juvenile-AV	74	0.9%	152	1.8%	9	0.2%		0.0%
Nonresident No Fee	17	0.2%	208	2.4%	114	2.1%	339	1.5%
Nonresident Fee	0	0.0%	4	0.0%	0	0.0%	4	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	357	4.2%	258	3.0%	30	0.5%	645	2.9%
Reciprocal Juvenile	24	0.3%	29	0.3%	0	0.0%	53	0.2%
Reciprocal Juvenile AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
Reciprocal YA	9	0.1%	0	0.0%	0	0.0%	9	0.0%
Reciprocal YA AV	0	0.0%	13	0.2%	1	0.0%	14	0.1%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	0	0.0%	14	0.3%	14	0.1%
St. Joseph College	3	0.0%	142	1.7%	0	0.0%	145	0.6%
Staff	370	4.4%	526	6.1%	375	6.8%	1271	5.7%
Walking books	56	0.7%	9	0.1%	0	0.0%	65	0.3%
YA 12-17	67	0.8%	59	0.7%	49	0.9%	175	2.7%
YA-AV	223	2.6%	262	3.0%	128	2.3%	613	2.7%
Total	8482		8605		5535		22387	

All items borrowed by nonresidents



Microfilm/Microfiche Reader/Printer Policy

Only persons in 6th grade or older may use the reader/printers. Younger persons must have assistance with the usage of the machine. If a parent or staff member is not available to assist, patrons not yet in 6th grade will not be permitted to use the machine. Loss or damage to the reader/printer or to microforms due to abusive handling will be paid for by the user.

Print copies are 10 cents per page.

Availability of the reader/printer is first come, first served, with a two hour limit. If no one is waiting, patron may continue use.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the reader/printer.

5/96; revised 7/97; revised 3/07

JCPL FINANCIAL STATEMENT

F1

February 28, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$120,136.00	\$250,460.89	\$6,005.60	\$14,309.46	\$538,827.40
Includes Investments of	\$350,000.00					
Public Library Access Card Fund	\$31.00	\$0.00	\$31.00	\$0.00	\$30.00	\$30.00
Gift Fund	\$7,588.25	\$53.81	\$74.59	\$536.48	\$2,754.37	\$10,268.03
DeMotte	\$1,222.51	\$0.00	\$0.00	\$0.00	\$862.00	\$2,084.51
Rensselaer	\$5,656.46	\$53.81	\$66.20	\$386.48	\$1,122.37	\$6,712.63
Wheatfield	\$709.28	\$0.00	\$8.39	\$150.00	\$770.00	\$1,470.89
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$246.41	\$486.16	\$144,402.72
Includes Investments of:	\$100,000					
Bond & Interest Redemption Fund	\$58,574.44	\$0.00	\$55,315.00	\$0.00	\$0.00	\$3,259.44
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$300.00	\$664.00	\$0.00	\$0.00	\$2,071.97
Capital Projects Fund	\$156,035.66	\$1,420.94	\$1,420.94	\$248.65	\$748.86	\$155,363.58
Includes Investments of	\$125,000					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$0.00	\$0.00	\$0.00	\$15,994.22
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$358.96	\$358.96	\$177.67	\$551.01	\$195,429.99
Includes Investments of	\$175,000					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,956.63	\$11,279.84	\$4,956.63	\$11,279.84	\$0.00
FICA Tax Collected	\$0.00	\$5,229.37	\$10,811.24	\$5,229.37	\$10,811.24	\$0.00
State Tax Collected	\$2,504.39	\$2,591.76	\$5,096.15	\$2,409.88	\$5,001.64	\$2,409.88
County Tax Collected	\$955.16	\$1,006.55	\$1,961.66	\$936.70	\$1,943.25	\$936.75
Deferred Comp.	\$0.00	\$2,197.64	\$4,467.64	\$2,197.64	\$4,467.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$2,944.35	\$6,076.12	\$2,958.14	\$6,078.42	\$13.79
Employee Life Insur.	\$0.00	\$96.80	\$202.60	\$96.80	\$202.60	\$0.00
Employee P.E.R.F.	\$5,967.65	\$0.00	\$5,967.25	\$1,800.70	\$3,758.01	\$3,758.41
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$4,559.38	\$8,529.62	\$4,559.38	\$8,529.62	\$0.00
EIC	\$0.00	(\$18.51)	(\$51.84)	(\$18.51)	(\$51.84)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	\$300.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$145,833.68	\$362,665.66	\$32,641.54	\$168,231.28	\$1,201,070.18

Bank Balances
Jasper County Public Library
Report as of: 2/28/2007

<i>Bank</i>		
1	Alliance Bank	\$377,181.33
2	Demotte State Bank	\$8,846.14
3	Alliance Bank-LIRF Acct	\$44,402.72
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$20,429.99
7	Kentland Banking Ctr- OPER CD#400039636	\$350,000.00
8	Kentland Banking Ctr-CPF CD#400039635	\$125,000.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$100,000.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$175,000.00
<i>Total all banks =</i>		<i>\$1,201,070.18</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 2/1/2007 To 2/28/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$8,180.48	\$41,739.52	16.4
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$63,166.59	\$131,247.28	\$702,847.72	15.7
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$4,029.86	\$7,974.30	\$44,064.70	15.3
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,229.37	\$10,811.24	\$51,704.76	17.3
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$0.00	\$0.00	\$5,108.00	0.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$0.00	\$12,485.40	\$51,404.60	19.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$5,300.05	\$11,363.99	\$75,118.01	13.1
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$81,846.01	\$182,062.69	\$972,087.31	15.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$630.93	\$630.93	\$229.07	73.4
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$0.00	\$254.00	\$421.00	37.6
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$2,065.97	\$2,951.13	\$7,048.87	29.5
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$881.26	\$881.26	\$3,368.74	20.7
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$587.99	\$587.99	\$3,912.01	13.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$16.13	\$16.13	\$1,233.87	1.3
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$48.27	\$48.27	\$251.73	16.1
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$1,244.41	\$1,244.41	\$9,750.29	11.3
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$32,385.00	\$644.70	\$33,029.70	\$5,474.96	\$6,614.12	\$26,415.58	20.0
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$490.00	\$490.00	(\$190.00)	163.3
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$514.00	\$1,114.00	\$11,686.00	8.7
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$381.03	\$505.51	\$5,494.49	8.4
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$0.00	\$1,300.70	\$4,499.30	22.4
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$1,391.90	\$1,923.20	\$13,076.80	12.8
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$0.00	\$8,900.00	\$727.26	\$832.26	\$8,067.74	9.4
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$40.66	\$75.60	\$1,524.40	4.7
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$0.00	\$96.00	\$12,584.00	0.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$243.95	\$243.95	\$1,556.05	13.6
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$0.00	\$341.81	\$779.89	30.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$150.00	\$50.00	75.0
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$1,619.00	\$30,581.00	5.0
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$4,493.31	\$7,551.72	\$42,448.28	15.1
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$4,344.57	\$8,578.76	\$51,421.24	14.3
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$92.35	\$156.20	\$993.80	13.6
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$250.37	\$476.71	\$3,123.29	13.2
3.61 BUILDING & STRUCTURES	\$65,137.00	\$0.00	\$65,137.00	\$2,797.67	\$8,341.84	\$56,795.16	12.8
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$59.95	\$69.90	\$180.10	28.0
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$0.00	\$1,697.95	\$564.05	75.1
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$0.00	\$275.00	0.0
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$1,163.34	\$5,761.55	\$59,670.45	8.8
Subtotal	\$377,207.00	\$346.70	\$377,553.70	\$16,990.36	\$41,326.66	\$336,227.04	10.9
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$774.54	\$770.05	\$10,494.49	6.8
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$11,430.65	\$14,051.01	\$129,948.99	9.8
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$228.65	\$692.65	\$21,007.35	3.2
4.53 NONPRINTED MATERIALS	\$70,000.00	\$359.24	\$70,359.24	\$3,390.83	\$4,943.71	\$65,415.53	7.0
Subtotal	\$246,190.00	\$1,133.78	\$247,323.78	\$15,824.67	\$20,457.42	\$226,866.36	8.3
Grand Total	\$1,809,932.00	\$2,125.18	\$1,812,057.18	\$120,136.00	\$250,460.89	\$1,561,596.29	13.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06-Demco PO #7274
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06-Janway PO#7278-Rev
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06-Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06-Wal-Mart purchase#014133

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$2,125.18

Voucher List**Jasper County Public Library****Report Date: From 2/1/2007 To 2/28/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25865	66	AARON'S LAWN CARE	2/12/2007	Cleaning Walks and Plowing for DeMotte (1/21- 1/29/07) and Wheatfield (1/16-1/29/07)	\$630.00
25866	67	ACE HARDWARE	2/12/2007	Silicone Caulk, Gasket, Toilet Repairs	\$52.26
25867	68	AFFORDABLE ALTERNATIVES	2/12/2007	\$1 Day fine Labels	\$24.40
25868	69	BAKER & DANIELS	2/12/2007	Teleconference leave policies with director	\$490.00
25869	70	BAKER & TAYLOR	2/12/2007	Books, Continuations, AY	\$11,020.04
25870	71	BAKER & TAYLOR ENTERTAIN	2/12/2007	DVD's	\$250.61
25871	72	BARNES & NOBLE	2/12/2007	Books, Program Supplies	\$94.75
25872	73	BIERMA HARDWARE, INC.	2/12/2007	Mouse Traps, 2 Spray Nine Cleaner	\$34.96
25873	74	BOYCE FORMS/SYSTEMS	2/12/2007	A/P Checks and Payroll Checks	\$630.93
25874	75	BROWN'S GARDEN & FLORAL	2/12/2007	Chanticleer & Autumn Blaze Pear Tree, Roots, Tablets, Mulch, & Removal of Concrete	\$322.89
25875	76	BUTLER UNIVERSITY CHILDR	2/12/2007	Children's Literature Conference for Hamel & Engelmann	\$170.00
25876	77	CAPITAL ONE, F.S.B.	2/12/2007	2 Airline Tickets for Maxwell/Evans for CIL Convention	\$277.60
25877	78	CDW GOVERNMENT, INC	2/12/2007	Kingston Datatravelers-13	\$295.96
25878	79	CENTRAL STATES SALES CO	2/12/2007	Track lighting & FI bulbs	\$149.32
25960	80	CIRCLE R ELECTRIC, INC.	2/12/2007	Repair/Replace Lamps at R.	\$830.24
25880	81	CULLIGAN	2/12/2007	Wh. Water Cooler Rental-Feb 2007 & Water	\$38.45
25881	82	DAIGE, INC.	2/12/2007	Prostick Waxer Refills-DeM	\$19.33
25882	83	DEMCO	2/12/2007	Book Tape, Book Pockets, Foil Labels, Book rack, Keepsake box, Shelving, Pedestal Sign, Pamphlet Holders, Poster Cover, Easel	\$1,419.24
25883	84	EDUCATION NETWORKS OF A	2/12/2007	Internet Access - 1/1-1/31/07	\$300.00
25884	85	FASE'S WATER TREATMENT	2/12/2007	Redout for water softener	\$45.00
25885	86	GA FOODS GROUP	2/12/2007	Expenses for Pinochle Program	\$10.47
25886	87	GAIL JUNG	2/12/2007	Mileage for Mngt Mtg	\$21.34
25887	88	GAYLORD BROS.	2/12/2007	CD Classification Guides, Foil Spine Labels	\$82.18
25888	89	HP PRODUCTS CORP.	2/12/2007	Floor Cleaner, Vacuum Bags, Glene Glass Cleaner	\$205.68
25889	90	INCOLSA	2/12/2007	Registration fee for CIL. Maxwell/Evans	\$398.00
25890	91	INGRAM	2/12/2007	Books	\$62.35
25891	92	INSPIRATIONAL DISTRIBUTOR	2/12/2007	Books	\$58.98
25892	93	JASPER COUNTY HOSPITAL	2/12/2007	Coliform/Nitrate Test-DeM water 1/9/07	\$34.00
25893	94	KIRBY RISK CORPORATION	2/12/2007	Porcelain Light Fixture	\$16.13
25894	95	KOLORTECH, INC.	2/12/2007	5 cs. Fluorescent Lights-F32T8	\$388.69
25895	96	LAFAYETTE BANK AND TRUST	2/12/2007	Safe Deposit Box - Annual Fee	\$50.00
25896	97	LANDMARK AUDIOBOOKS	2/12/2007	Audiobooks	\$214.10
25897	98	LINDA POORTENGA	2/12/2007	Mileage-Ct Parts & Microfilm Demo	\$81.48
25898	99	LUZ ARAMBULA	2/12/2007	Mileage - Salesman & SR mtg	\$10.19
25929	100	MIDWEST TAPE	2/12/2007	DVDs	\$192.85
25930	101	MOVIE LICENSING USA	2/12/2007	Annual Copyright Compliance License 2/1/07-1/31/08	\$480.00
25931	102	MOOLENAAR SUPREME LAW	2/12/2007	Lawn Care Service 2007	\$925.00
25932	103	NANETTE SPEACHT	2/12/2007	Lg Print Books, DVDs	\$153.89
25933	104	NEEDLES POINT	2/12/2007	Scrapbook Program supplies	\$28.85
25934	105	NIPSCO	2/12/2007	Wheatfield Utilities 1/4-2/1/07	\$1,920.04
25935	106	ORIENTAL TRADING CO., INC	2/12/2007	Supplies for storytime program	\$33.75
25936	107	PATTY STRINGFELLOW	2/12/2007	Mileage - Directors Mtg, Friends Mtg, Mgmt Mtg, Exit Interview, Town Hall Mtg, & Branch Visits	\$170.72
25937	108	PORTER CO. PUBLIC LIBRARY	2/12/2007	NILBA Program	\$72.00
25938	109	POST TRIBUNE PUBLISHING, I	2/12/2007	Ren. Subscription 1/31/07 - 1/31/08	\$80.60

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
25939	110	QUILL CORPORATION	2/12/2007	Index Cards, Inkjet Cart., Paper Towels, Paper, Toner, Markers, Tape, Laser Jet Printer, Construc. Paper, & Staples	\$3,146.30
25940	111	RAND MCNALLY & COMPANY	2/12/2007	Continuation	\$299.85
25941	112	RECORDED BOOKS, LLC	2/12/2007	Audiobooks	\$918.64
25942	113	RENSSELAER REPUBLICAN	2/12/2007	Ad for DeM Branch Manager 1/20 & 1/22/07	\$243.95
25943	114	R.H. DONNELLEY	2/12/2007	Yellow Pages Advertising Feb, March, & April	\$247.50
25944	115	SCHNAIBLE SERVICE & SUPPL	2/12/2007	Garbage Liners, Tissue, Multifold Towels	\$456.51
25945	116	SUSAN ENGELMANN	2/12/2007	Books, Craft Supplies, Mtg Expenses, Santa Expenses, Storage Boxes, Mileage	\$247.12
25946	117	TESS HAMEL	2/12/2007	Mileage-Childrens Literature Conference	\$119.80
25947	118	THE LIBRARY CORPORATION	2/12/2007	Terminal Server Mtnce Contract Renewal, 5/07-4/08	\$600.00
25948	119	THOMSON GALE	2/12/2007	Consumer Sourcebook	\$385.00
25949	120	TOM SNYDER PRODUCTIONS	2/12/2007	Maxdata License Agreement & Windows CD Rom	\$37.80
25950	121	ULINE	2/12/2007	Black DVD Cases	\$221.86
25951	122	UNIQUE MANAGEMENT SERVI	2/12/2007	Collections -Dec Initial & Secondary Placements	\$203.34
25952	123	VISION SERVICE PLAN- (IN)	2/12/2007	VSP for 15 employees Feb-2007	\$138.18
25953	124	WAL-MART COMMUNITY BRC	2/12/2007	Cleaning Supplies, Craft Supplies,DVD's, Wipes, CD Book, Copy Paper	\$841.48
25954	125	WEBBALANCED TECHNOLOGI	2/12/2007	Internet filtering Service License	\$360.00
25955	126	YVONNE DEL VECCHIO	2/12/2007	Buffalo Snow, Foam Board, Mileage	\$41.31
0	127	PAYROLL	2/9/2007	PAYROLL	\$37,132.46
25857	128	ALLIED WASTE SERVICES #71	2/9/2007	Trash Service for Wheatfield-February 2007	\$58.65
25858	129	ANTHEM BLUE CROSS BLUE S	2/9/2007	Health Insurance Premium -Feb '07	\$7,999.33
25859	130	ANTHEM LIFE	2/9/2007	Health Insurance Premium-16 employees, February 2007	\$74.69
25860	131	CHICAGO TRIBUNE	2/9/2007	Subscription Renewal Rn. 2/25/07-2/23/08	\$148.05
25861	132	EDWARD YOUNG	2/9/2007	Courier Mileage, 1/16-1/31/07	\$349.20
25862	133	GREAT-WEST RETIREMENT S	2/9/2007	Annuity W/held from 9 FEB 07 Payroll - 8 participants	\$1,135.00
25863	134	FIRST TRUST CREDIT UNION	2/9/2007	Direct Deposits W/Held from 9 FEB 07 Payroll - 8 employees	\$2,281.71
0	135	INDIANA DEPARTMENT OF RE	2/9/2007	EFT-State and County Tax Withheld February '07 Ref#81826 Verf Code 35	\$3,598.31
0	136	IRS USA TAXPAYMENT	2/9/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held Feb 9, '07, Ref #00877815	\$8,042.52
25864	137	TOWN OF DEMOTTE	2/9/2007	Sewer service, DeMotte Lib, Dec 2006	\$66.50
25956	138	LEXICON MARKETING CORP.	2/12/2007	DVD Interactive	\$45.00
25957	139	POLGARCHESS.COM	2/12/2007	DVD	\$30.28
25958	140	CENTRAL INDIANA HARDWAR	2/12/2007	Rekeying Ren. Library	\$89.54
25959	141	FACTS ON FILE	2/12/2007	Career Guidance on-line Database 1/18/07-1/17/08	\$547.45
150146	142	CIRCLE R ELECTRIC, INC.	2/12/2007	Install display case lights, mtg rm emergency lt, entrance lt switch-Wh Lib	\$358.96
0	143	PAYROLL	2/23/2007	PAYROLL	\$34,184.13
25961	144	AFLAC	2/23/2007	February 2007 Supplemental Insurance-Woods & Molenaar	\$129.00
25962	145	CITY OF RENSSELAER	2/23/2007	Rensselaer Utilities-1/09/07-2/06/07	\$3,776.29
25963	146	EDWARD YOUNG	2/23/2007	Courier Mileage, 2/1-2/15/07	\$261.90
25964	147	EMBARQ COMMUNICATIONS I	2/23/2007	Long Distance, 1/8/07-2/7/07-Rens, DeM., Wheatfield	\$133.53
25965	148	FIRST TRUST CREDIT UNION	2/23/2007	Direct Deposits W/Held from 23 FEB 07 Payroll - 9 employees	\$2,277.67
25966	149	GREAT-WEST RETIREMENT S	2/23/2007	Annuity W/held from 23 FEB 07 Payroll - 8 participants	\$1,062.64
0	150	IRS USA TAXPAYMENT	2/23/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held Feb 23, '07, Ref #00864028	\$7,354.34
25967	151	KALAMAZOO PUBLIC LIBRARY	2/23/2007	Annual Teen Litirature Seminar-Engelmann & Bristol	\$70.00
25968	152	NIPSCO	2/23/2007	Utilities-DeMotte Lib., 1/10-2/6/07	\$3,330.62

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$145,833.68

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, March 01, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$145,833.68

Date this 12th day of March, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

February 28, 2007

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$3,222.71	\$6,397.89
DeMotte	\$881.80	\$2,055.20		
Rensselaer	\$1,540.01	\$2,780.04		
Wheatfield	\$800.90	\$1,562.65		
PHOTOCOPIES:			\$691.68	\$1,604.38
DeMotte	\$259.55	\$586.05		
Rensselaer	\$275.23	\$619.43		
Wheatfield	\$156.90	\$398.90		
INTEREST:			\$2,091.21	\$6,307.19
Checking/Repurchase/Savings/CD's	\$2,091.21	\$6,307.19		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$0.00	\$0.00
Rebates/Refund	\$0.00	\$0.00		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$0.00		
Interfund Reimbursement	\$0.00	\$0.00		
Other Receipts	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Equipment Sales	\$0.00	\$0.00		
Telephone Refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$6,005.60	\$14,309.46
PLAC FUND:.....			\$0.00	\$30.00
GIFT FUNDS:			\$536.48	\$2,754.37
DeMotte	\$0.00	\$862.00		
Rensselaer	\$386.48	\$1,122.37		
Wheatfield	\$150.00	\$770.00		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$246.41	\$486.16
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$248.65	\$748.86
Interest Earned	\$248.65	\$748.86		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Refunds	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$177.67	\$551.01
Int. Earned(Chkg.,CD's,Escrow)	\$177.67	\$551.01		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$7,214.81	\$115,910.86

WITHHOLDING ACCOUNT FUNDS:			\$25,426.73	\$52,320.42
FIT Tax Collected	\$4,956.63	\$11,279.84		
FICA Collected	\$5,229.37	\$10,811.24		
State Tax Collected	\$2,409.88	\$5,001.64		
County Tax Collected	\$936.70	\$1,943.25		
Deferred Comp Plan	\$2,197.64	\$4,467.64		
Pre-tax Insurance Plans	\$2,958.14	\$6,078.42		
Life Insurance	\$96.80	\$202.60		
PERF	\$1,800.70	\$3,758.01		
Garnishments	\$0.00	\$0.00		
Credit Union	\$4,559.38	\$8,529.62		
EIC	(\$18.51)	(\$51.84)		
Repayment	\$300.00	\$300.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$32,641.54	\$168,231.28

Voucher List

Jasper County Public Library

Report Date: From 3/1/2007 To 3/22/2007

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25970	153	AARON'S LAWN CARE	3/12/2007	Cleaning Walks and Plowing for DeMotte (2/6-2/19/07) and Wheatfield (2/4-2/18/07)	\$1,650.00
25971	154	ACE HARDWARE	3/12/2007	Glue, Foamrubber Pad, and Liquid nails	\$11.27
25972	155	AFFORDABLE ALTERNATIVES	3/12/2007	Unabridged and Look for Labels	\$28.35
25973	156	BAKER & DANIELS	3/12/2007	Consultation on wage overpayment	\$676.50
25974	157	BAKER & TAYLOR ENTERTAIN	3/12/2007	DVD's	\$583.86
25975	158	BAKER & TAYLOR	3/12/2007	Books, Continuations, AY	\$9,868.91
25976	159	BARNES & NOBLE	3/12/2007	Books and Audiobooks	\$391.91
25977	160	BIERMA HARDWARE, INC.	3/12/2007	Ice melt, batteries, Liquid nails, Chaulk gun, drywall anchors, dowel pins, and toggles	\$33.76
25978	161	BORDERS	3/12/2007	Books, Audiobooks, Supplies	\$977.99
26033	162	BOWKER	3/12/2007	Continuation of Books in Print	\$526.34
25980	163	BRACKEMYRE PUBLISHING	3/12/2007	Continuations	\$85.00
25981	164	CAPITAL ONE, F.S.B.	3/12/2007	Crafts, Air Conditioner Filter, Br. Mgr Counterparts expenses, Supplies, Phonics Kit, AV Buying Trip Expenses, Foam Shapes	\$417.31
25982	165	CDW GOVERNMENT, INC	3/12/2007	Replacement Battery, Network Card for a Printer	\$417.40
25983	166	CENTRAL STATES SALES CO	3/12/2007	Flood Lights, 2" Narrow Flourescent, Metal Hallide, Ceiling Spots	\$899.90
25984	167	CENTRAL INDIANA HARDWAR	3/12/2007	New Keys for Rensselaer Library	\$84.12
25985	168	CHESTER TECHNOLOGIES	3/12/2007	Firewall maintenance agreement	\$112.00
25986	169	CULLIGAN	3/12/2007	Wh. Water-Feb 2007	\$9.95
25987	170	DEMCO	3/12/2007	Tape, Laminated Poster Set, Bulletin Board Set, Buttons, Desk Accessory Set	\$79.28
25988	171	DIANA KOOY	3/12/2007	Mileage	\$44.62
25989	172	EDUCATION NETWORKS OF A	3/12/2007	Internet Access - 2/1-2/28/07	\$300.00
25990	173	FACTS ON FILE	3/12/2007	Encyclopedia Set on Career Discovery	\$192.60
25991	174	FASE-KALUF TV & APPLIANCE	3/12/2007	Air Conditioner	\$299.00
25992	175	GDM ENTERPRISES, LLC	3/12/2007	Cleaning Story Time Carpet, Children Chairs, Adult Chairs, and Children Stools	\$297.00
25993	176	HSBC BUSINESS SOLUTIONS	3/12/2007	CD's, Software, DVD's	\$2,413.46
25994	177	INGRAM	3/12/2007	Books	\$34.99
25995	178	INSPIRATIONAL DISTRIBUTOR	3/12/2007	Book	\$12.98
25996	179	LANDMARK AUDIOBOOKS	3/12/2007	Lease CD's	\$2,220.00
25997	180	LINDA POORTENGA	3/12/2007	Mileage-Mgmt Mtg, Friends Mtg, 2nd Interview	\$60.14
25998	181	MIDWEST TAPE	3/12/2007	DVD's	\$82.93
25999	182	NANETTE SPEACHT	3/12/2007	Lg Print Books, DVDs, Craft Items	\$164.85
26000	183	OFFICE DEPOT	3/12/2007	Envelopes & Contact Paper	\$998.66
26001	184	OSBY WATER CONDITIONING	3/12/2007	Peroxide	\$24.00
26002	185	PATTY STRINGFELLOW	3/12/2007	Mileage-Mgt mtg, NILBA dinner, ILF Leg. Day, 2nd Interview Br. Mgr	\$174.60
26003	186	PRECISION CONTROL SYSTE	3/12/2007	Ren Branch: Replaced Spring Kit, Valve, and Actuator	\$690.50
26004	187	QUILL CORPORATION	3/12/2007	Binders, Toner/Cartridges, Markers, Pencil Sharpener, Scissors, File Folders, Surge Protector, Glue, Crayons, Tabs, Disks, Constr Paper, Envelopes, Binder Clips, Sticky Notes, Correction Tape, Rubber Bands	\$71.50
26005	188	RECORDED BOOKS, LLC	3/12/2007	Audiobooks,CD album ring	\$729.60
26006	189	RACHAEL CAVINDER	3/12/2007	Mileage-AV Shopping Trip	\$24.25
26007	190	REGENT BOOK CO., INC.	3/12/2007	Continuation	\$13.17
26008	191	ROEING CORPORATION	3/12/2007	Qrtly. Maintenance Contract	\$1,375.00
26009	192	TEACHING COMPANY	3/12/2007	DVDs	\$1,639.35
26010	193	THOMSON GALE	3/12/2007	Website for Legal Forms	\$2,795.00

Printed on Monday, March 12, 2007

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26011	194	TLC HOME IMPROVEMENTS, L	3/12/2007	Snow removal and salt sidewalks for Ren Branch	\$980.00
26012	195	TRU-GREEN CHEMLAWN	3/12/2007	12 bags of icemelt to DeMotte Branch	\$120.00
26013	196	TYSEN'S COUNTRY GROCERY	3/12/2007	Supplies for after school program and bingo program	\$26.90
26014	197	ULTIMATE OFFICE	3/12/2007	10 Pocket Extension Kit	\$50.10
26015	198	UNIQUE MANAGEMENT SERVI	3/12/2007	Collections -Jan Initial & Secondary Placements	\$278.07
26016	199	USA TODAY	3/12/2007	Annual Subscription-Ren Branc (4/4/07-4/4/08)	\$156.00
26017	200	VISION SERVICE PLAN- (IN)	3/12/2007	VSP for 15 employees March-2007	\$155.70
26018	201	WALL STREET JOURNAL	3/12/2007	2 yr subscription payment-DeM to 5/11/09	\$395.00
26019	202	WAL-MART COMMUNITY BRC	3/12/2007	Batteries,Aquarium Supplies, Tape,storage Containers, Foamies, DVDs	\$320.64
26020	203	YVONNE DEL VECCHIO	3/12/2007	Mileage-Walking Books	\$22.26
26021	204	ZIESE PLUMBING, HEATING, &	3/12/2007	Repaired 3 electric water coolers, water filter replacement, control flow valves, drain traps, repaired flush valves on mens urinals. Contract to repair floor in mech. Room	\$1,987.00
26022	205	PROQUEST INFORMATION & L	3/12/2007	Microfilm-Rens. Republican Newspaper(9/1/06 to 12/31/06) issues	\$73.71
26023	206	ALLIED WASTE SERVICES #71	3/9/2007	Trash Service for Wheatfield-March 2007	\$58.28
26024	207	ANTHEM BLUE CROSS BLUE S	3/9/2007	Health Insurance Premium -March '07	\$7,999.33
26025	208	ANTHEM LIFE	3/9/2007	Health Insurance Premium-24 employees, March 2007	\$95.39
26026	209	EDWARD YOUNG	3/9/2007	Courier Mileage, 2/16-2/28/07	\$261.90
26027	210	FIRST TRUST CREDIT UNION	3/9/2007	Direct Deposits W/Held from March 9, 07 Payroll - 9 employees	\$2,095.09
26032	211	GREAT-WEST RETIREMENT S	3/9/2007	Annuity W/held from March 9, 2007 Payroll - 8 participants	\$1,185.00
0	212	INDIANA DEPARTMENT OF RE	3/9/2007	EFT-State and County Tax Withheld March '07 Ref#76543 Verf Code 35	\$3,346.58
0	213	IRS USA TAXPAYMENT	3/9/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held March 9, '07, Ref #00162400	\$6,589.82
26029	214	TOWN OF DEMOTTE	3/9/2007	Sewer service, DeMotte Lib, Jan 2006	\$66.50
26030	215	INDIANA LIBRARY FEDERATIO	3/9/2007	ILF District 1 Conference: Engelmann, Poortenga, Kooy, & Cavinder	\$229.00
0	216	PAYROLL	3/9/2007	PAYROLL	\$31,493.36
26031	217	NIPSCO	3/9/2007	Wheatfield Utilities 2/1-3/2/07	\$1,992.69
26034	218	POSTMASTER	3/12/2007	Annual Post Office Box 16 Rental - DeMotte Lib.	\$70.00
26035	219	POSTMASTER GENERAL	3/12/2007	2000-39 cent stamps	\$780.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$92,340.37

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 12, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$92,340.37

Date this 12th day of March, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

APRIL

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 9, 2007, 7pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of March Board Meeting
Bills/Financial Reports
Salary Ordinance (R 7)
Policy Review (R 10- R 17)

General Business

Annual Report of Technical Services Librarian & Systems Administrator (R 65)	Information
Director Review (R 65)	Information
Building Insurance (R 20; R 65)	Action
Technology Plan 2005-2007 Progress Report (R 25)	Action
Revised Technology Plan 2008-2010 (R 32)	Action
Advanced Tax Draw Resolution (R 66)	Action

Director's Report (R 65)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

March 12, 2007
Rensselaer Library

Present: Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Joan Floyd, Natalie Waling, Patricia Stringfellow, Michael Crawford, Susan Deardorff, Gail Jung, and Diana Kooy

Agenda & Consent Agenda Approval: M. Crawford moved, seconded by A-M Egan, to approve the Agenda and Consent Agenda items, Minutes of the February 12th Board Meeting, February bills and financial reports, Salary Ordinance update, & Microfilm/Microfiche Reader/Printer Policy revision. Motion passed unanimously.

Capital Projects Fund Hearing: There being no public in attendance at the hearing to comment on the CPF Plan, M. Crawford moved, seconded by J. Floyd, that the board adopt the CPF Plan as advertised. Motion passed unanimously. M. Sayler will accompany the Library Director to the County Council Meeting on March 20th at 7PM to seek the Council's approval.

Wheatfield Sidewalk: The Town of Wheatfield is asking for a firmer commitment of interest from the library for a connective sidewalk between the library's existing sidewalk and the forthcoming housing development and a written grant to help pay for it. D. Kooy, Wheatfield Branch Librarian, presented a more complete blueprint of the housing development. T. Schultz moved, seconded by M. Crawford, that the library would be interested if at no cost to the library and that the Board would need to see and approve plans before construction. Motion passed 4-2.

Oath of Office: S. Deardorff took and signed the Oath of Office as a member of the JCPL Board of Directors.

PlayAway Audiobooks: This is a new format that does not require a cassette player, MP3, or similar equipment to use it. It is battery operated. PlayAway is comparable in cost to a book on tape or CD, comes nicely pre-packaged, has a high quality audio, and earbuds are included. Extra earbuds can be purchased for patron purchase. M. Crawford moved, seconded by S. Deardorff, to add PlayAway Audiobooks to our collection. Motion passed. Each library will purchase 5 to start off the collection.

Satellite Equipment: Space requirements necessitate moving the satellite equipment currently in the Tech Services Dept to another location in the library. The equipment is outdated and only one program is conducted per year using this technology. This same program can be provided through a Webinar. It will cost approximately \$800 to re-route the cable and reinstall the equipment. M. Crawford moved to discontinue offering satellite service. A-M Egan seconded the motion. Motion was unanimous.

Self-Checkout Stations: This year the Indiana State Library is offering LSTA Grants for public libraries to fulfill technologically astute library users' needs and expectations. Our 2008-2010 Technology Plan includes providing self-checkout stations. We plan to apply for an LSTA grant to help fund this project. Since the grant period spans 2007 and 2008, it is quite doable. P. Stringfellow's signature is all that is required for the application. Deadline to apply is March 23.

Miscellaneous: Two hard drives on our Rensselaer Novell Server crashed in February necessitating the need to replace this server now. The System Administrator had targeted 2008

for the expenditure but will rearrange our needs to afford the expense in 2007. The new server will be installed the first week of April.

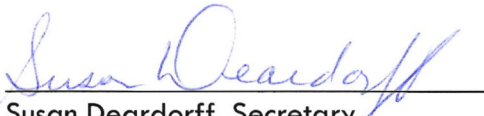
Building Insurance bids were let out. Bids will be opened the April 2, 2007.

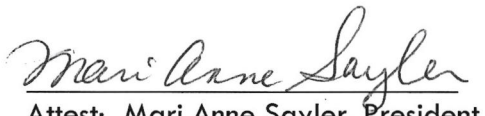
FMLA Policy has been revised according to the Family Medical Leave Act requirements and will be presented for board approval in April. Personnel Policy and Staff Handbook are being revised with the assistance of Mitzi Martin of Baker & Daniels, Attorneys-at-Law, to ensure that they are legally sound. The Personnel Policy and staff handbook are expected to be ready for board approval in June or July.

Brenda Thompson was hired as new DeMotte Branch Librarian and begins March 16, 2007 as noted in the Salary Ordinance.

Melting ice and snow proved to be a minor problem at the DeMotte Library last month. Joe Zellon, Janitor/Maintenance person for DeMotte, was able to evaluate leaks, de-icing cables, and roof status and keep leaks to a minimum by quickly removing snow and ice from roof.

With no further business, the meeting adjourned at 8:07 PM on a motion by M. Crawford, seconded by J. Floyd.


Susan Deardorff, Secretary


Attest: Mari Anne Sayler, President

CIRCULATION BY HOLDINGS CODE
March 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1			1
Award Winner JE (DAJE)	3		1	4
Award Winner JFIC (DAJFIC)	22			22
Award Winner JNF (DAJNF)	1			1
Award Winner JPFIC (DAJBPF)	3			3
Award Winner YAFIC (DAYAF)	4			4
Award Winner YAPFIC (DAYPBF)	1			1
Biography (DBIO)	55	5	2	62
Books on CD (DBKCD)	118	3	3	124
Books on Tape (DBKT)	43	3		46
Compact Disc (DCD)	490	16	7	513
DVD (DDVD)	1314	7	9	1330
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	46			46
Fiction (DFIC)	1220	59	36	1315
Fiction Fantasy (DFICF)	18	2	1	21
Fiction Mystery (DFICM)	231	5	8	244
Fiction Science Fiction (DFICSF)	11			11
Fiction Western (DFICW)	32			32
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
ILL (DILL)	38	3	2	43
Internet (DINTER)	1045			1045
Juv. Biography (DJBIO)	76	3	3	82
Juv. Book on CD (DJBKCD)	17	1		18
Juv. Book on Tape (DJBKT)	41	1		42
Juv. Compact Disc (DJCD)	25		1	26
Juvenile Easy (DJE)	609	22	10	641
Juv. Easy Reader (DJER)	302	10	3	315
Juv. Fiction (DJFIC)	451	13		464
Juv. Holiday books (DJHOL)	36			36
Juv. Magazine (DJMAG)	100		2	102
Juv. Music Cassette (DJMC)	3			3
Juv. Nonfiction (DJNF)	456	26	17	499
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)				0
Juv. Reference (DJREF)				0
Juv. Toddler (DJTOD)	127	3	1	131
Large Print Fiction (DLPF)	124	5	3	132
Large Print Nonfic (DLPNF)	2			2
Magazine (DMAG)	965	7	12	984
Music Cassette (DMCAS)				0
Nonfiction DVD (DNFDVD)	30		1	31
Nonfiction (DNFIC)	1051	55	27	1133
Nonfiction VHS (DNFVHS)	34	2		36
Professional Coll. (DPROF)				0

Parent Shelf Juv. Fic (DPSJFic)	1			1
Parent Shelf Juv. NF (DPSJNF)	2			2
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)				0
Spanish Collection (DSPA)	29	2		31
Software (DSWAR)	91	2	1	94
Vertical File (DVF)	5			5
VHS (DVHS)	446	7		453
YA Biography (DYAB)	1			1
YA Books on CD (DYABKCD)	11			11
YA Books on Tape (DYABKT)	1			1
YA Fiction (DYAF)	99	1	2	102
YA Nonfiction (DYANF)	45	5		50
YA Paperback Fic (DYAPBF)	83	6	3	92
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)				0
Award Winner JFIC (RAJFIC)				0
Biography (RBIO)	3	54	2	59
Books on CD (RBKCD)	6	184	5	195
Books on Tape (RBKT)	1	77		78
Compact Disc (RCD)	12	317	7	336
DVD (RDVD)	4	2295	2	2301
Equipment (REQP)		22		22
See librarian (RERR)				0
Express Book (REXP)		79		79
Fiction (RFIC)	36	1248	21	1305
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
ILL (RILL)	3	60	8	71
Internet (RINTER)		2169		2169
Juv. Biography (RJBIO)	1	16		17
Juv. Book on CD (RJBKCD)		10		10
Juv. Book on Tape (RJBKT)	1	33		34
Juv. Compact Disc (RJCD)		10		10
Juvenile Easy (RJE)	6	932	8	946
Juv. Easy Reader (RJER)		254		254
Juv. Fiction (RJFIC)	13	390	4	407
Juv. Magazine (RJMAG)		32		32
Juv. Music Cassette (RJMC)				0
Juv. Nonfiction (RJNF)	8	608	16	632
Juv. Paperback fic (RJPBF)				0
Juv. Reference (RJREF)				0
Juv. Toddler (RJTOD)		81		81
Large Print Fiction (RLPF)	7	114	6	127
Large Print Nonfic (RLPNF)		15	1	16
Magazine (RMAG)	3	237	5	245
Music Cassette (RMCAS)				0
Nonfiction DVD (RNFDVD)	1	33		34

Nonfiction (RNFIC)	57	913	20	990
Nonfiction VHS (RNFVHS)	1	78		79
Professional Coll. (RPRO)		2		2
Reference (REF)		2		2
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	38		39
Software (RSWAR)	2	73		75
Vertical File (RVF)		5		5
VHS (RVHS)	9	763	1	773
YA Biography (RYAB)		6		6
YA Books on CD (RYABKCD)		10		10
YA Books on Tape (RYABKT)		1		1
YA Fiction (RYAF)	10	222	11	243
YA Nonfiction (RYANF)	3	48	3	54
YA Paperback Fic (RYAPBF)				0
Award Winner JE (WAJE)				0
Biography (WBIO)	1	6	30	37
Books on CD (WBKCD)	7	5	182	194
Books on Tape (WBKT)	1	3	23	27
Compact Disc (WCD)	7	19	282	308
DVD (WDVD)	7	6	1416	1429
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)	1		38	39
Fiction (WFIC)	59	45	599	703
Fiction Fantasy (WFICF)		1	28	29
Fiction Mystery (WFICM)	8	10	102	120
Fiction Science Fiction (WFICSF)		2	10	12
Fiction Western (WFICW)	1	1	8	10
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
ILL (WILL)	1		8	9
Internet (WINTER)			1142	1142
Juv. Biography (WJBIO)		1	15	16
Juv. Book on CD (WJBKCD)	1	1	9	11
Juv. Book on Tape (WJBKT)	3		5	8
Juv. Compact Disc (WJCD)			14	14
Juvenile Easy (WJE)	8	49	805	862
Juv. Easy Reader (WJER)	1		124	125
Juv. Fiction (WJFIC)	23	11	265	299
Juv. Magazine (WJMAG)	1		47	48
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	11	14	411	436
Juv. Paperback fic (WJPBF)				0
Juv. Reference (WJREF)			4	4
Juv. Toddler (WJTOD)	1	3	47	51
Large Print Fiction (WLPF)	4	2	52	58
Large Print Nonfic (WLPNF)			5	5
Magazine (WMAG)	15		311	326
Nonfiction DVD (WNFDVD)			55	55

Nonfiction (WNFIC)	53	23	466	542
Nonfiction VHS (WNFVHS)	3	3	19	25
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)		1		1
Software (WSWAR)	1		92	93
Vertical File (WVF)			5	5
VHS (WVHS)	5	2	490	497
YA Biography (WYAB)			1	1
YA Books on CD (WYABKCD)	2	3	3	8
YA Books on Tape (WYABKT)	1		1	2
YA Fiction (WYAF)	7	7	117	131
YA Nonfiction (WYANF)	2	6	38	46
YA Paperback Fic (WYAPBF)				0
TOTAL	10382	11929	7544	29855

CIRCULATION BY HOLDINGS CODE
March 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	0	0	1
Award Winner JE (AJE)	3	0	1	4
Award Winner JFIC (AJFIC)	22	0	0	22
Award Winner JNF (AJNF)	1	0	0	1
Award Winner JPFIC (AJPF)	3	0	0	3
Award Winner YAFIC (AYAF)	4	0	0	4
Award Winner YAPFIC (YAYPBF)	1	0	0	1
Biography (BIO)	59	65	34	158
Books on CD (BKCD)	131	192	190	513
Books on Tape (BKT)	45	84	23	152
Compact Disc (CD)	509	352	296	1157
DVD (DVD)	1325	2308	1427	5060
Equipment (EQP)	0	22	0	22
See librarian (ERR)	0	0	0	0
Express Book (EXP)	47	79	38	164
Fiction (FIC)	1315	1352	656	3323
Fiction Fantasy (FICF)	18	3	29	50
Fiction Mystery (FICM)	231	15	38	284
Fiction Science Fiction (FICSF)	11	2	10	23
Fiction Western (FICW)	33	1	8	42
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
ILL (ILL)	42	63	18	123
Internet (INTR)	1045	2169	1142	4356
Juv. Biography (JBIO)	77	20	18	115
Juv. Book on CD (JBOD)	18	12	9	39

Juv. Book on Tape (JBKT)	45	34	5	84
Juv. Compact Disc (JCD)	25	10	15	50
Juvenile Easy (JE)	623	1003	823	2449
Juv. Easy Reader (JER)	303	264	127	694
Juv. Fiction (JFIC)	487	414	269	1170
Juv. Holiday (JHOL)	36	0	0	36
Juv. Magazine (JMAG)	101	32	49	182
Juv. Music Cassette (JMC)	3	0	0	3
Juv. Nonfiction (JNF)	475	648	444	1567
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Reference (JREF)	0	0	4	4
Juv. Toddler (JTOD)	128	87	48	263
Large Print Fiction (LPF)	135	121	61	317
Large Print Nonfic (LPNF)	2	15	6	23
Magazine (MAG)	983	244	328	1555
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	1161	991	513	2665
Nonfiction VHS (NFVH)	38	83	19	140
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	1	0	0	1
Parent Shelf Juv. NF (PSJNF)	2	0	0	2
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	51	51	10	112
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	30	41	0	71
Software (SWAR)	94	75	93	262
Vertical File (VF)	5	5	16	26
VHS	460	772	491	1723
YA Biography (YAB)	1	6	1	8
YA Books on CD (YABKCD)	13	13	3	29
YA Books on Tape (YABKT)	2	1	1	4
YA Fiction (YAF)	116	230	130	476
YA Nonfiction (YANF)	50	59	41	150
YA Paperback Fic (YAPBF)	83	6	3	92
				0
Free reads	292	383	81	756
Games/Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	10686	12329	7518	30533

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1789	1935	836	4560
Nonfiction	1303	1165	563	3031
CHILDREN'S BOOKS				
Fiction	1442	1681	1220	4343

Nonfiction	592	668	466	1726
YA BOOKS				
Fiction	204	236	133	573
Nonfiction	51	65	42	158
Magazines, Adult	983	244	328	1555
Magazines, Children	101	32	49	182
Sound Recordings, adult	700	642	513	1855
Sound Recordings, ch	91	56	29	176
Online databases	0	0	0	0
Software	94	75	93	262
Vertical file	5	5	16	26
VHS/DVD	1823	3163	1937	6923
Equipment	0	22	0	22
Total	9178	9989	6225	25392
 A-V Circulation	 2708	 3936	 2572	 9216
A-V Circulation as % of total	29.5%	39.4%	41.3%	36.3%

March 2007

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	61,166	58,629	37,485
Circulation Increase/Decrease	-9.7%	-14.6%	-6.7%
XX			
MONTHLY SYSTEM STATISTICS	2006	2007	% change
Current month's Circulation	28,538	25,392	-11.0%
Jan. to date circulation	75,924	73,018	-3.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
15,723	15,858	11,909	11,856	10,252	10,345
16,086	16,179	20,093	19,933	8,823	8,827
Fiction					
Nonfiction					
CHILDREN'S BKS					
12,084	12,109	10,859	10,948	7,798	7,813
8,990	9,014	6,326	6,283	4,298	4,308
Fiction					
Nonfiction					
YA BOOKS					
2,056	2,062	1,941	1,953	1,532	1,533
392	398	45	36	126	127
Fiction					
Nonfiction					
Magazines,Adult					
Magazines, Child					
0	0	20	20	0	0
Games, Toys					
2,146	2,169	2,754	2,764	2,234	2,258
Sound Rec/Adult					
484	484	434	435	400	402
Sound Rec/Child					
25	25	16	16	1	1
Online Databases					
314	314	403	402	168	124
Software					
3	3				
Vertical Files					
2,394	2,432	3,796	3,841	1,686	1,690
VHS/DVD					
119	119	142	142	57	57
Equipment					
60,816	61,166	58,738	58,629	37,375	37,485
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
March 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	235	51	206	45	263	57	704	153
LOCAL HISTORY								
In person	3	1	11	3		0	14	4
Letters written	3	3	6	6		0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1045	44	2169	90	1142	48	4356	182
Computer software used	142	12	129	11	102	9	373	31
VCR Use		0	2	0	1	0	3	0
Microforms	19	3	20	3		0	39	5
CD ROM/Online databases	83	7	186	16	34	3	303	25
Typewriter use	1	0	0	0	1	0	2	0
Other equipment used	1	0	3	1		0	4	1
OTHER LIBRARY SERVICES USED								
Outreach activities	8	8	6	4		0	14	9
Notarized documents	5	1	1	0	3	1	9	2
Meeting Room Use (no. of group)	63	21	31	10	47	16	141	47
Study room use	18	2	43	4	11	1	72	6
Proctoring	4	2		0		0	4	2
Tax Forms distributed		0	13	0		0	13	0
Pull Requests	0	0	0	0	0	0	0	6
IN-HOUSE USE ITEMS	68		437		171		676	
WIRELESS USE via patron owned pcs	4		16		15		35	
INTERLIBRARY LOANS								
Requests made for:	37	9	66	17	14	4	117	29
Items rec'd for:	51	26	49	25	10	5	110	55
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7610	7978	3913	
Non-resident, paying	1	8	0	
PLAC card users	0	1	0	
Reciprocal borrowers	405	334	68	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		

Programs for all ages	0	0	0	0	1	6	1	6
Children's Programs (0-13)	9	54	10	60	12	72	31	186
Number attending	307		129		310		746	
YA Programs (14-17)	1	6	0	0	0	0	1	6
Number attending	19		0		3		22	
Adult Programs	1	6	4	24	3	18	8	48
Number attending	25		127		80		232	
Senior Citizen Programs	10	60	5	30	1	6	16	96
Number attending	74		67		46		187	
Total Number of Programs	21	126	19	114	17	102	57	342
Total Persons Attending	425		323		439		1187	
Total Attending Same Month Last	450		894		201		1545	
Total Staff Hours Spent		314		348		244	906	909
Total Number of In-House Program	6		16		13		35	
Total Attendance	129		258		249		636	
Total Number of Outreach Program	15		3		4		22	
Total Attendance	296		65		190		551	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7495	77.8%	7327	72.2%	4914	75.8%	19736	75.2%
Corporate	0	0.0%	57	0.6%	0	0.0%	57	0.2%
Juvenile 0-11	583	6.1%	667	6.6%	523	8.1%	1773	6.8%
Juvenile-AV	151	1.6%	282	2.8%	160	2.5%	593	2.3%
Nonresident No Fee	21	0.2%	153	1.5%	130	2.0%	304	1.2%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	412	4.3%	336	3.3%	98	1.5%	846	3.2%
Reciprocal Juvenile	23	0.2%	23	0.2%	0	0.0%	46	0.2%
Reciprocal Juvenile AV	14	0.1%	53	0.5%	0	0.0%	67	0.3%
Reciprocal YA	36	0.4%	4	0.0%	0	0.0%	40	0.2%
Reciprocal YA AV	0	0.0%	41	0.4%	0	0.0%	41	0.2%
School	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School AV	0	0.0%	0	0.0%	10	0.2%	10	0.0%
St. Joseph College	0	0.0%	92	0.9%	0	0.0%	92	0.4%
Staff	500	5.2%	557	5.5%	459	7.1%	1516	5.8%
Walking books	78	0.8%	53	0.5%	0	0.0%	131	0.5%
YA 12-17	142	1.5%	101	1.0%	36	0.6%	279	2.7%
YA-AV	174	1.8%	391	3.9%	153	2.4%	718	2.7%
Total	9629		10143		6483		26255	

All items borrowed by nonresidents

506 5.3%

708 7.0%

238 3.7%

1452 5.5%

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __9th__ DAY OF ____April____, 2007.

NAY

AYE

Natalie Welling
Kline-Marie Egan
Susan Deardorff
Mari Anne Saylor
John Floyd
Timothy Cluett

ATTEST:

Susan Deardorff
Secretary of the Jasper County Public Library Board

**Salary Ordinance 2007
Updated 4/9/07**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Angela Barton	Lib Asst I	\$7.63	3/16/07	35	R
Lawana Walker	Page	\$5.75/\$5.85/\$5.95/\$6.05	3/26/07	10	R
Stephanie Shields	Page	\$5.75/\$5.85/\$5.95/\$6.05	3/26/07	10	R
Sue Tobias	Asst. Bus. Mgr.		5/1/07	29	R

Angela Barton has been promoted to Library Assistant I in the children's department of the Rensselaer Library. She will assist our Youth Services Specialist with youth programming and services. Before her promotion Angela served as a page for the Rensselaer Library. She has a Bachelor's Degree in public relations from Ball State University.

Lawana Walker and Stephanie Shields have been hired as Rensselaer pages. Stephanie replaces Angela Barton who was promoted to children's assistant, and Lawanna replaces Amber Schleman who resigned.

We have added an additional 5 hours to Sue Tobias' position effective May 1. When she was hired in April of 2006 her essential responsibilities included payroll, data entry of accounts payable/receivable, quarterly reports, database maintenance (insurance, employee, accounting, gift funds, etc.) and maintenance of employee records, personnel files, and employment records. She has become very proficient in these areas. At this time we wish for her to have a more active role in the administration of our HR benefits. Additional hours will be needed as she takes on these additional responsibilities to assist Gail in this area. Her rate of pay will remain as noted in the 2007 Salary Ordinance.

We have examined and approved the changes to the 2007 Jasper County Public Library Salary Ordinance. Dated 4/9/07

Natalie Waling

Aime Marie Egan

Susan Deardorff

Mari Anne Sayler

Jan A. Floyd

Timothy Schuck

Family and Medical Leave Policy

To balance the demands of high quality service and the needs of family **development and cohesiveness**, Jasper County Public Library ("JCPL") provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"). This law basically protects the job and benefits of eligible employees for the 12 weeks of FMLA leave.

Eligibility

An "eligible employee" of JCPL may request FMLA leave. To be "eligible", an employee must have worked for JCPL, as of the date the requested leave is to begin:

- (1) for at least 12 months, and
- (2) for at least 1,250 hours during the previous 12 months.

An employee may request FMLA leave for the following reasons:

- (1) Parenting Leave. This type of leave can be taken by an employee to care for a new son or daughter, including by birth, adoption or foster care placement;
- (2) Family Medical Leave. This type of leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, child, or parent; or
- (3) Employee Medical Leave. This type of leave can be taken by the employee for his or her own "serious health condition," if the condition renders the employee unable to perform his or her job functions.

The FMLA and its interpretive regulations define terms and establish rules for each of these types of leave. For example, an employee may only take Parenting Leave during the 12-month period that begins on the date of the birth, adoption or placement. In addition, for purposes of Family Medical Leave, a "parent" means the employee's biological parent or an individual who stood in the place of the employee's parent when the employee was a child. The term "parent" does not include parents-in-law. "Son or daughter" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child who is either under age 18 or is over age 18 and incapable of self-care because of a mental or physical disability, for whom the employee stands in the place of his or her parent.

Definitions

A “*serious health condition*” is defined as an illness, injury impairment, or physical or mental condition that involves one of the following:

- In-patient care
- Incapacity for more than 3 consecutive calendar days (including weekends) and treatment 2 or more times by a health care provider (or treatment one time with a regimen of continuing treatment such as prescription medication)
- Pregnancy or prenatal care (leave for prenatal checkups or morning sickness)
- Incapacity of any length of time for a chronic/episodic serious health condition (~~migraine headaches, epilepsy, diabetes, chronic back condition~~) which that requires periodic visits for treatment by a health care provider.
- a period of incapacity which is long-term or permanent due to a condition for which treatment may not be effective (such as Alzheimer’s or any terminal illness), while under the continuing supervision of a health care provider; and
- Absence to receive one of multiple treatments (or to recover from those treatments) for either restorative surgery after an accident or other injury or a condition that would likely result in a period of incapacity of more than 3 consecutive calendar days in the absence of medical treatment – cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or kidney disease (dialysis)

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave (based on the employee’s normal hours per week) during a 12-month period. ~~A 12-month period for purposes of FMLA leave begins on the date the employee first takes leave for any of the reasons set forth previously.~~ A 12 month period for purposes of FMLA leave is a “rolling” 12 month period measured backward for each employee from the date he/she uses FMLA leave.

Compensation for ~~During~~ FMLA Leave

Generally, FMLA leave is not paid. If, however, an eligible employee also has accrued paid leave (vacation, ~~comp time~~, or sick time leave), and if the employee’s leave request meets the requirements of that paid leave program, the employee will receive paid leave benefits at the same time as s/he is receiving FMLA leave. ~~benefits.~~ Similarly, if an employee properly requests leave available under a paid leave program, for a purpose that is also covered by FMLA leave, the employee will receive FMLA leave benefits at the same time as paid leave benefits. JCPL will “~~substitute~~” provide paid leave for FMLA leave by counting the paid leave toward FMLA leave entitlement, in accordance with the following chart:

TYPES OF LEAVE

SUBSTITUTION FOR

		<u>Parenting Leave</u>	<u>Family Medical Leave</u>	<u>Employee Medical Leave</u>
(1)	Sick Leave Time	Yes	Yes*	Yes
(2)	Comp Time	Yes	Yes	Yes
(3)	Vacation Leave Time	Yes	Yes	Yes

*Except that only 5 days of paid sick leave **time** per calendar year ~~will be available~~ **can be reserved** for critical care needs of a parent or child not living in the household.

~~Employees requesting Personal or Family Medical Leave must first use accrued paid leave. Employees requesting Parenting Leave must first use accrued vacation leave and comp time, then sick leave.~~

In addition, any worker's compensation absence will run concurrently with, and be counted as, FMLA leave to the extent the illness, injury, or condition would otherwise qualify the individual for FMLA leave.

An employee will be notified about the substitution of paid leave as soon as practicable after s/he requests FMLA leave.

If FMLA leave lasts only as long as an employee's substituted paid leave, then the employee needs only to meet the notice and certification requirements of that leave plan. If the paid leave is followed by an unpaid FMLA leave, however, the employee must fulfill all the requirements for taking FMLA leave.

Intermittent or Reduced Schedule Leave

An employee, under certain circumstances, may take intermittent or reduced schedule leave in increments of no less than $\frac{1}{4}$ $\frac{1}{2}$ hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

If an employee takes a Parenting Leave, the employee is not entitled to take leave intermittently or on a reduced schedule. For Family Medical or Employee Medical Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Employees needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt JCPL's operations. In

addition, if an employee requests intermittent or reduced schedule leave, JCPL may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must notify the Business Manager of his or her desire to take FMLA leave at least 30 days before the date FMLA leave is to begin by requesting and completing a Request for Leave Form (except in cases of medical emergency or unexpected changed circumstances, in which case the employee must give notice as soon as practicable after the employee is aware that s/he needs to take FMLA leave). Request for Leave Forms can be obtained from the Business Manager. At the time an employee obtains a Request for Leave Form, the Business Manager will provide the employee with a Leave Notice explaining certain rights and responsibilities of the employee regarding FMLA leave.

If an employee requests Family Medical or Employee Medical Leave, the employee must submit a medical certification from the employee's or family member's health care provider (Form WH-380) within 15 days after the Business Manager delivers the Leave Notice and the Request for Leave Form. In the case of a request for intermittent or reduced schedule leave, the certification must also notify Business Manager of the reasons why the intermittent or reduced schedule leave is necessary and of the schedule for treatment, if applicable.

If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, JCPL may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, JCPL may require an employee to obtain a second opinion from a provider of JCPL's choice and at its expense. In some cases, JCPL may require a third opinion from a provider selected jointly by the employee and JCPL.

During FMLA leave, an employee may be required to report periodically on his/her status and intent to return to work.

Employees on a Family Medical or Employee Medical Leave may also be required to submit to the Business Manager medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, when an employee requests an extension for a leave, when circumstances under an initial certification have significantly changed, or when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present certification to the Business Manager from his or her health care provider that he or she is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work.

All charges incurred when obtaining certification/recertification are the employee's responsibility.

Continuation of Group Health/Life Plan Coverage

As a general rule, FMLA leave is unpaid leave. JCPL, however, will maintain an employee's coverage under the Employer's Health Plan on the same conditions during FMLA leave as if the employee had been employed continuously during FMLA leave period. An employee who continues health coverage must continue to pay his or her share of the premiums during FMLA leave period to maintain coverage. An employee may choose not to continue coverage. An employee's premium payment is due on the first (1st) day of each month.

JCPL's obligation to continue health coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. ~~Even if an employee does not continue health coverage during FMLA leave, JCPL will restore regular coverage when the employee returns to work upon employee's request JCPL will restore regular coverage if the employee returns to work. However, if an employee discontinues health coverage for longer than 62 days, when s/he returns to work, s/he will be subject to a waiting period for pre-existing conditions. This waiting period is mandated by Anthem, our insurance company, not by the library.~~

JCPL will also maintain an employee's life insurance during the FMLA leave.

To continue with supplemental AFLAC insurance, PERF annuity and Deferred Compensation Plan during any unpaid FMLA leave, the employee will need to make arrangements with the Business Office to continue making his/her payments.

Right to Job Restoration

An eligible employee who takes leave under the FMLA, and who returns to work before his or her annual FMLA entitlement has expired, will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Certain salaried, key employees of JCPL may be denied restoration if their reinstatement would cause substantial and grievous economic injury to JCPL. If, during FMLA leave, a layoff or other event occurs that would have changed, or even eliminated, the employee's job had he or she not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. JCPL will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after his FMLA leave expires, or returns for a period of less than ~~three (3) months~~ **thirty (30) days**, JCPL may recover its share of health insurance premiums paid on the employee's behalf during the period of unpaid FMLA leave. JCPL will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control.

If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition, the employee must provide a medical certification of his or her serious health condition. The employee must provide the certification within 30 days from the date JCPL requests it. If the employee does not provide the certification in a timely manner, JCPL may recover its share of the health insurance premiums paid for the employee during the entire period of unpaid FMLA leave.

Nondiscrimination/Nonretaliation Policy Statement

JCPL will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

Approved 2/98; revised 3/2005; revised 3/2007

AUDIOVISUAL EQUIPMENT LOAN POLICY

This policy applies to all A-V equipment available for loan except the LCD Projector, which has a separate policy for its use by patrons.

1. All audiovisual equipment available for loan may be borrowed for a period of 24 hours only unless special arrangements have been made through the agency librarian.
2. All equipment requires a \$10 deposit and a \$2.00 per day fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear.
3. No fee will be charged for use of equipment in the library.
4. Persons borrowing equipment must be 18 years of age and be currently registered JCPL users in good standing.
5. FINES: A fine of \$2.00 per day will be assessed for **equipment materials** (~~change "materials" to "equipment"~~) returned after the agreed upon time.
6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; last revised 4/07

VIDEO VHS and DVD POLICY

R17

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older ~~or except that borrowers who are at least 14-17 years of age and younger with a consent form signed by a parent/legal guardian may to borrow videos VHS/DVDs dvds. after a parent/legal guardian has signed a consent form.~~
3. Loan period for entertainment ~~videos and~~ VHS/DVDs will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction ~~videos~~ VHS and nonfiction DVDs will be ~~three weeks~~ ~~one~~ week.
4. Entertainment ~~videos and~~ VHS/DVDs may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations or other entities borrowing ~~dvds/videos~~ VHS/DVDs for public performance may obtain an extended loan. It is the group's responsibility to determine that the ~~dvd/video~~ VHS/DVD has been cleared for public performance.
5. Each person may borrow two (2) entertainment VHS ~~videos~~, two (2) DVDs and two (2) nonfiction VHS ~~videos~~, and (2) nonfiction DVDs which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on ~~videos~~ VHS or DVDs except in the following situations:

A teacher or student wishing to use a ~~video~~ VHS or DVD in an educational setting may reserve the item for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a ~~video~~ VHS/DVD may also reserve the item for a specific date. In all cases, the ~~video/dvd~~ VHS/DVD may not be reserved more than 7 days prior to the date needed. If an item is not available, the patron may request that staff place a hold on the desired item if it is currently on the shelf at another branch.

Adopted 5/94; last revised 4/07

Building Insurance Bids

In March, I sent out specifications and a letter requesting building insurance bids from several insurance agencies in our county. I received sealed bids and opened the bids on April 2. The bids received were fairly competitive. Based on cost, I have narrowed the field to two companies from which you will select, Ohio Casualty and Indiana Farmers.

Ohio Casualty is our current insurance provider through Consolidated Insurance in Rensselaer. Consolidated is the insurance agent for both the City of Rensselaer and Jasper County. According to our agent, our current insurance policy is adequate, covering our needs in all three buildings without being flashy or excessive (**our current premium is \$24,724**). The specifications that I mailed out requested quotes on insurance as we currently have it. I did include two alternates-earthquake insurance and a higher umbrella-just out of curiosity (we have done this in the past, so I modeled after what had been done before). We do not have either of these alternates in our existing insurance, but I did obtain quotes on each for your consideration.

If you look at the summary sheets I have provided, you will see that the bottom line cost is higher with Consolidated. **Their quote is the cost to have the insurance coverage we currently have-no exceptions. The quote from Indiana Farmers, which is less, is for a package that is similar but not identical to what we currently have.** Their quote includes some exceptions to the specifications. This means that if you select to go with Indiana Farmers you will not have coverage as you do now. It will be similar but not exactly the same. Their list of exceptions points out the missing or different components and is in your packet.

Gail and I have met with a representative from each insurance company and asked a lot of questions about their proposals and quotes. I will share what we have learned at the April meeting. At this time I encourage you to look at the summary sheets and the list of exceptions for Indiana Farmers. At the board meeting I will explain what the exceptions mean so that you can decide if these issues are important to you and help you determine which coverage you wish to take. You will need to select an insurance vendor at the April meeting since our current plan expires on April 15, 2007. We have plenty of time to make our coverage seamless. Do not be alarmed by the due date. I have been following the same timeline as in previous years.

Please be sure to look carefully at each page of the insurance information. You will find information on both sides of the page. I don't want you to miss a thing! ☺

Consolidated Insurance Agency

118 W Washington, PO Drawer C
Rensselaer, IN 47978-0018
Phone: 219-866-5129 Fax: 219-866-3378

Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

MEMO

Page 1

ACCOUNT NO.

OP

DATE

LIBR-01

SP

03/30/2007

POLICY INFORMATION

POLICY #

BJA53339377

TYPE

EFFECTIVE

EXPIRATION

PROP

04/16/2006

04/16/2007

Re: Insurance Renewal

Dear Jasper County Library Board,

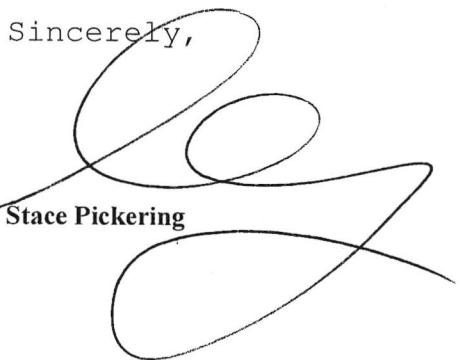
We thank for your confidence in our Agency and in your coverage for the past 2 years. We value you as a client and appreciate your business. Within the package you will find the renewal quote with your current insurance carrier Ohio Casualty.

As part of the insurance package Ohio Casualty also offers Loss Control services at no additional cost. You have taken advantage of these services in the past. The insurance company completed an inspection and came back with several recommendations to help you reduce your risk for an exposure.

We believe with this emphasis on preventing claims before they happen as well as the open communication between our office and your management team we have been able to consistently lower your premiums. The last thing we want to do is just sell you a policy. Our responsibility is to make sure you are properly and adequately protected.

If you should have any questions about the enclosed proposal please let me know.

Sincerely,


Stace Pickering

**JASPER COUNTY PUBLIC LIBRARY
PROPOSAL TALLY SHEET FOR INSURANCE**

1.	PROPERTY-----	\$ <u>13,262</u>
	Alternate #1 - Earthquake Cov. <u>Additional \$1285</u> with a 5% deductible	
2.	BOILER & MACHINERY--	\$ <u>Included in Property</u>
3.	INLAND MARINE-----	\$ <u>799</u>
4.	CRIME-----	\$ <u>326</u>
5.	GENERAL LIABILITY-----	\$ <u>1,271</u>
6.	AUTOMOBILE-----	\$ <u>161</u>
7.	WORKERS COMPENSATION	\$ <u>6,057</u>
8.	UMBRELLA-----	\$ <u>682</u>
	Alternate #3 - \$2,000,000 limit	<u>Additional \$656</u>
	TOTAL PACKAGE PROPOSAL	\$ <u>22,558</u>

**JASPER COUNTY PUBLIC LIBRARY
PROPOSAL TALLY SHEET FOR INSURANCE**

Indiana Farmers

1.	PROPERTY-----	\$ <u>10,400</u>
	Alternate #1 - Earthquake Cov. <u>\$4,798 (5% Dedudible)</u>	
2.	BOILER & MACHINERY--	\$ <u>Included in Property</u>
3.	INLAND MARINE-----	\$ <u>2,708</u>
4.	CRIME-----	\$ <u>419</u>
5.	GENERAL LIABLITY-----	\$ <u>1,272</u>
6.	AUTOMOBILE-----	\$ <u>Included In Liability</u>
7.	WORKERS COMPENSATION	\$ <u>3,994</u>
8.	UMBRELLA-----	\$ <u>500</u>
	Alternate #3 - \$2,000,000 limit <u>1,000</u>	
TOTAL PACKAGE PROPOSAL		\$ <u>19,293</u>

Exceptions to Bid Specs

Indiana Farmers

1. Umbrella will not go over existing Directors and Officers Insurance.
2. Earthquake deductible is 5%
3. Fellow Employee Exclusion not removed.
4. Umbrella has a \$10,000 self-retention.
5. Backup of Sewer and Drains Coverage \$5000 with \$250 Deductible.
6. No Water Seepage Coverage
7. Money and Security Coverage \$2500 with \$250 Deductible
8. Business and Personal Property off Premise Coverage \$25,000 with \$250 Deductible
9. Fire Department Charge \$2500
10. Fine Arts Coverage \$5000 with \$250 Deductible (does not include Gen. Milroy Collection)
11. Boiler & Machinery Deductible \$1000

Indiana Farmers has many other coverage "extras" included in their Property Enhancement Endorsement (29-068) and their Liability Enhancement Endorsement (29-069) both included for your reference.

Jasper County Public Library - Technology Plan

11/15/2004 (February 2007 Progress Report)

	2005	2006	2007
Goal 1	Enhance information resources and information delivery methods.		
Strategy 1:	Improve accessibility of electronic resources through the library.		
Action 1:	Evaluate patron PCs for multitask or universal usage. Done	Evaluate patron PCs for multitask or universal usage. Done	Evaluate patron PCs for multitask or universal usage.
Action 1:	Research options to restrict usage of the Internet on Universal PCs; implement if necessary and when funding allows. n/a	If necessary and funding allows, implement method to restrict usage of the Internet on Universal PCs. Not necessary	If necessary and funding allows, implement method to restrict usage of the Internet on Universal PCs. Not necessary
Action 2:	Endeavor to provide remote access to all online databases via JCPL homepage. Yes for those we can	Endeavor to provide remote access to all online databases via JCPL homepage. Yes, where possible	Endeavor to provide remote access to all online databases via JCPL homepage. Yes, where possible
Action 3:	Develop plan to put Milroy documents on JCPL homepage and apply for grant. Done	Continue adding Milroy documents to JCPL homepage and seeking additional funding for project. Done	Continue adding Milroy documents to JCPL homepage and seeking additional funding for project.
Action 3:	Add transcripts of oral histories to JCPL homepage. none added in 2005	Add additional transcripts of oral histories to JCPL homepage. Ongoing...volunteers transcribing	Add additional transcripts of oral histories to JCPL homepage. Ongoing...volunteers transcribing
Action 3:	Determine what other local info should be added to JCPL homepage. Done	Continue adding local information to JCPL homepage.	Continue adding local information to JCPL homepage.
Action 4:	Explore software to allow searchable web access to local databases; purchase if funding available. in progress	Explore software to allow searchable web access to local databases; purchase if funding available. Done for Milroy. Done for genealogy.	Explore software to allow searchable web access to local databases; purchase if funding available. Done for Milroy. Done for genealogy.
Action 5:	Review homepage design and content; revise as needed. Done	Review homepage design and content; revise as needed. Review done...revisions coming.	Review homepage design and content; revise as needed.
Action 6:	Contact SJC to include link to JCPL on their website. Done	Check SJC website for link to our homepage. Not very prominent...Mktg Comm is investigating.	Check SJC website for link to our homepage. SJC will not move it
Strategy 2:	Select additional electronic resources to meet the information needs of staff and patrons.		
Action 1:	Evaluate online research resources JCPL offers; make changes as necessary. Done	Evaluate online research resources JCPL offers; make changes as necessary. Done	Evaluate online research resources JCPL offers; make changes as necessary. Ongoing
Action 2:	Evaluate useful website links on JCPL Homepage; revise as needed. Done	Evaluate useful website links on JCPL Homepage; revise as needed. Done	Evaluate useful website links on JCPL Homepage; revise as needed.
Action 3:	Evaluate monitoring/metering software; upgrade if necessary. Done	Evaluate monitoring/metering software; upgrade if necessary. Done.	Evaluate monitoring/metering software; upgrade if necessary.
Strategy 3:	Implement the most efficient methods for acquiring and/or delivering print, nonprint, and electronic media.		
Action 1:	Evaluate information acquisition methods for patrons; revise as needed. On going	Evaluate information acquisition methods for patrons; revise as needed. Done	Evaluate information acquisition methods for patrons; revise as needed.

AAS

	2005	2006	2007
Action 2:	Implement new information delivery methods as needed. Done	Implement new information delivery methods as needed. Done	Implement new information delivery methods as needed.
Action 3:	Research and evaluate distance technology; implement if deemed valuable. Ongoing	Research and evaluate distance technology; implement if deemed valuable. Done - haven't had requests for this from patrons	Research and evaluate distance technology; implement if deemed valuable.
Action 4:	Evaluate satellite programming usefulness. Yes	Evaluate satellite programming usefulness. Done	Evaluate satellite programming usefulness. Done
Action 5:	Evaluate need to offer Internet for use on patron mobile devices; implement when needed. Yes at R & W; coming at D	Evaluate need to offer Internet for use on patron mobile devices; implement when needed. Yes...wireless for public at D/R/W	Evaluate need to offer Internet for use on patron mobile devices; implement when needed.
Action 6:	Investigate creating web pages for patron mobile devices; implement when needed. Done	Investigate creating web pages for patron mobile devices; implement when needed. Done w/ survey...not something patrons want yet	Investigate creating web pages for patron mobile devices; implement when needed.
Action 7:	Evaluate the need for assistive technology. Done	Evaluate the need for assistive technology. Done	Evaluate the need for assistive technology.
Strategy 4:	Evaluate software made available for in-house use.		
Action 1:	Install necessary Internet plug-ins for patrons and staff. Done	Install necessary Internet plug-ins for patrons and staff. Done.	Install necessary Internet plug-ins for patrons and staff.
Action 2:	Evaluate patron application software; make changes as necessary. Done	Evaluate patron application software; make changes as necessary. Done w/ survey - Rosetta Stone is being purchased	Evaluate patron application software; make changes as necessary.
Action 2:	Research feasibility of installing KVHS software. abandoned-demand does not justify cost	Research feasibility of installing KVHS software. Installed A+ software @ W/D.	Research feasibility of installing KVHS software.
Action 3:	Create software troubleshooting procedures for front-line staff. not accomplished in 2005-started in 2006	Update software troubleshooting procedures for front-line staff as needed. Ongoing - staff add to Tips and Tricks all the time	Update software troubleshooting procedures for front-line staff as needed.
Strategy 5:	Investigate methods for delivering library news and information to patrons.		
Action 1:		Consider offering patron e-mail notifications; implement when necessary. Chose software...will implement next year	Consider offering patron e-mail notifications; implement when necessary.
Action 2:	Investigate new technologies for information delivery to patrons; implement as needed. ongoing	Investigate new technologies for information delivery to patrons; implement as needed. ongoing - investigating IM, wiki, blogs	Investigate new technologies for information delivery to patrons; implement as needed. EngagedPatrons implemented for Lib Programs
Strategy 6:	Investigate providing access to patron-provided software.		
Action 1:	Investigate allowing patron-provided software installation on designated PCs; implement when possible. Done but not implemented yet	Evaluate procedure for patron-provided software installation; make changes as necessary. Not implemented yet	Evaluate procedure for patron-provided software installation; make changes as necessary. No longer requested by patrons - will not implement
Action 2:	Determine if above PCs can be Internet accessible while maintaining JCPL network security not done	Through Internet outside of firewall? not done	
Action 3:	Identify and purchase software/hardware solution to return above PCs to original condition		

	2005	2006	2007
	identify-yes; purchase-no	identify-yes; purchase-no	
Goal 2:	Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner.		
Strategy 1:	Evaluate the automated system.		
Action 1:	Evaluate the number of concurrent staff TLC users needed; purchase as necessary. Done	Evaluate the number of concurrent staff TLC users needed; purchase as necessary. Done	Evaluate the number of concurrent staff TLC users needed; purchase as necessary.
Action 2:	Evaluate need for hardware/software upgrades. Done	Evaluate need for hardware/software upgrades. Done	Evaluate need for hardware/software upgrades. Done
Action 2:		Replace TLC servers. Next year	
Action 2:		Research RFID and consider conversion. Done	
Action 3:	Evaluate need for adding new TLC modules. Ongoing	Evaluate need for adding new TLC modules. Ongoing...looked at Aquabrowser/self-check/notify	Evaluate need for adding new TLC modules.
Action 3:	Investigate phone tree system for automating phone calls to patrons. Done		
Action 4:	Consider conversion to OCLC cataloging. Done	Consider conversion to OCLC cataloging. Done	Consider conversion to OCLC cataloging.
Action 5:	Consider self-checkout options ongoing		
Strategy 2:	Set standards for the Library's other electronic equipment needs.		
Action 1:	Review specifications for Library "standard PC" purchases. Done	Review specifications for Library "standard PC" purchases. Done	Review specifications for Library "standard PC" purchases. Done
Action 2:	Review & select consultant & repair sources. Done	Review & select consultant & repair sources. Done	Review & select consultant & repair sources. Done
Action 2:	Review & select equipment vendors. Done	Review & select equipment vendors. Done	Review & select equipment vendors. Done
Action 3:	Evaluate minimum cabling standards. Done	Evaluate minimum cabling standards. Done	Evaluate minimum cabling standards.
Action 4:	Evaluate adequacy of dataline speed. Done	Evaluate adequacy of dataline speed. Done	Evaluate adequacy of dataline speed. Done
Strategy 3:	Purchase additional or replacement PCs and peripherals for staff and public use to support the Library's Information Technology Plan.		
Action 1:	Upgrade existing PCs and peripherals when necessary. Done	Upgrade existing PCs and peripherals when necessary.	Upgrade existing PCs and peripherals when necessary.
Action 1:	Add peripherals when necessary. Done	Add peripherals when necessary.	Add peripherals when necessary.
Action 1:	Purchase 5 flash drives (1/branch, 1/Rebecca, 1/Diana) and USB extension cables Done		
Action 1:	Replace DeM circ desk network printer. will replace when it is no longer functional	Replace DeM circ desk network printer. will replace when it is no longer functional	Replace DeM circ desk network printer. Done
Action 1:	Replace DeM OPAC PCs (5)	Replace 15 old PCs with new.	Replace 15 old PCs with new.

	2005	2006	2007
Action 1: Replace Ren OPAC PCs (5)	Done in 2006	Done	
Action 1: Replace 5 other PCs	Done in 2006 Done		
Action 2: Provide additional PCs for staff and patrons as necessary.	Done	Provide additional PCs for staff and patrons as necessary. Done - W Child OPAC - Rest in budget for next year	Provide additional PCs for staff and patrons as necessary.
Action 2: Install additional data drops as necessary.	Done	Install additional data drops as necessary. Done	Install additional data drops as necessary.
Action 2: Install data drop at Kris' PC location	Done	Install data drop by DeM Adult Internet PCs (for Research PC) Next year	
Strategy 4:	Evaluate hardware and software used to support the Library's Information Technology Plan.		
Action 1: Evaluate network hardware/software for improved performance; make changes when necessary.	Done	Evaluate network hardware/software for improved performance; make changes when necessary.	Evaluate network hardware/software for improved performance; make changes when necessary.
Action 1: Purchase and install RILOE II card in Web Server.	Done in 2006	Purchase Windows Server to house DNS, eMail, DHCP and to act as a backup server for all servers. Done	
Action 1: Purchase 2 switches to replace 1 hub at DeM and 1 hub at Ren.	Done	Purchase and install RILOE II card for new server. Done	
Action 1:		Consider wireless LANs at Ren and DeM. Installed both - Done	Consider wireless LANs at Ren and DeM. Installed both in '07 - Done
Action 1: Evaluate filtering software; make changes as necessary.	Done	Evaluate filtering software; make changes as necessary. Evaluated...will make changes in '07	Evaluate filtering software; make changes as necessary.
Action 2: Evaluate network security for adequacy; make changes when necessary.	Done	Evaluate network security for adequacy; make changes when necessary. Evaluated...No changes necessary	Evaluate network security for adequacy; make changes when necessary.
Action 2: Purchase additional licenses for eTrust Antivirus	Done		
Action 3: Evaluate staff application software; make changes as necessary.	Done	Evaluate staff application software; make changes as necessary. Done.	Evaluate staff application software; make changes as necessary.
Action 4: Upgrade satellite equipment, if needed.	probably would not upgrade as use is minimal	Upgrade satellite equipment, if needed. Will not upgrade...use is minimal	Upgrade satellite equipment, if needed. Will not upgrade...use is minimal
Action 5: Evaluate patron PC security.	Done	Evaluate patron PC security. Ongoing	Evaluate patron PC security.
Action 5: Purchase additional copies of WinSelect.	Not needed		
Action 5: Install Centurion Guard on patron PCs at Ren and DeM (10 total).	Done	Add Centurion Guard to PCs as needed. Done	Add Centurion Guard to PCs as needed.

	2005	2006	2007
Action 6:	Investigate new software/hardware that supports improved library functionality. Ongoing	Investigate new software/hardware that supports improved library functionality. Done	Investigate new software/hardware that supports improved library functionality.
Action 7:	Evaluate portable computer lab; make changes as necessary. Ongoing	Evaluate portable computer lab; make changes as necessary. Done	Evaluate portable computer lab; make changes as necessary. Purch ext. extended life batteries
Goal 3:	Provide and train adequate staff to carry out the Information Technology Plan.		
Strategy 1:	Maintain qualified staff for the management and operation of information technology.		
Action 1:	Review technology staffing needs by May; make changes as necessary. Done	Review technology staffing needs by May; make changes as necessary. Done	Review technology staffing needs by May; make changes as necessary.
Action 2:	Keep Technical Services staff updated on automated system and network server operations. Done	Keep Technical Services staff updated on automated system and network server operations. Done	Keep Technical Services staff updated on automated system and network server operations.
Action 3:	Identify support staff at each branch & provide 1 training session on system/PC support. We provide as needed	Identify support staff at each branch & provide 1 training session on system/PC support.	Identify support staff at each branch & provide 1 training session on system/PC support.
Action 4:	Technical Services staff attend at least 1 training session on systems support. Done	Technical Services staff attend at least 1 training session on systems support. Done	Technical Services staff attend at least 1 training session on systems support.
Action 4:	Systems Administrator attend at least 1 training session on systems support. Done	Systems Administrator attend at least 1 training session on systems support. Done	Systems Administrator attend at least 1 training session on systems support.
Action 4:	Relevant staff attend user group meetings for TLC when offered. Done	Relevant staff attend user group meetings for TLC when offered. Done	Relevant staff attend user group meetings for TLC when offered.
Action 5:	Evaluate adequacy of in-house technical support; make changes as needed. Done	Evaluate adequacy of in-house technical support; make changes as needed. Done	Evaluate adequacy of in-house technical support; make changes as needed.
Action 6:	Update technology procedures in procedure manuals as needed. Ongoing	Update technology procedures in procedure manuals as needed. Ongoing	Update technology procedures in procedure manuals as needed. In Progress
Strategy 2:	Public service staff will have the knowledge and tools necessary to assist patrons with their use of library hardware and software.		
Action 1:	Evaluate ability of public service staff to use library hardware/software. Ongoing	Evaluate ability of public service staff to use library hardware/software. Core competencies done	Evaluate ability of public service staff to use library hardware/software.
Action 2:	Evaluate staff on basic computer competency; provide training when necessary. Not formally	Evaluate staff on basic computer competency; provide training when necessary. Core competencies done	Evaluate staff on basic computer competency; provide training when necessary.
Action 3:	Computer Troubleshooters create a "tips and tricks" manual pertaining to patron computer-related problems. Ongoing	Staff review "tips and tricks" manual and make changes/additions as needed. Done	Staff review "tips and tricks" manual and make changes/additions as needed.
Action 4:	Investigate feasibility of hiring someone to resolve	Investigate feasibility of hiring someone to resolve	Investigate feasibility of hiring someone to resolve

	2005	2006	2007
	patron technical difficulties at point of service. done	patron technical difficulties at point of service. Not necessary at this time	patron technical difficulties at point of service.
Goal 4:	Provide for Technology disaster recovery.		
Strategy 1:	Develop disaster recovery plan.		
Action 1:	Establish technology disaster recovery plan committee and begin developing plan. Not done	Complete plan and distribute to employees. Plan will not be complete in '06	
Action 2:		Review and update recovery plan as needed.	Review and update recovery plan as needed.
Strategy 2:	Determine and procure tools necessary for implementing disaster recovery plan.		
Action 1:		Purchase hardware/software for disaster recovery as needed.	Evaluate hardware/software for disaster recovery; make changes as needed.
Strategy 3:	Maintain regular server backup procedures. done		
Action 1:	Perform nightly backups of all servers, taking update tapes off-site weekly. Done	Perform nightly backups of all servers, taking update tapes off-site weekly. Done	Perform nightly backups of all servers, taking update tapes off-site weekly.
Action 1:	Check backup tapes monthly to ensure they are working correctly.	Check backup tapes monthly to ensure they are working correctly. Ongoing - monthly	Check backup tapes monthly to ensure they are working correctly. Ongoing - monthly
Action 1:	Replace backup tapes annually. Not done	Replace backup tapes annually. Not doing in '06	Replace backup tapes annually.
Action 2:	As new servers are added, investigate options to provide additional backup methods. Done	As new servers are added, investigate options to provide additional backup methods. Done	As new servers are added, investigate options to provide additional backup methods.
Goal 5:	Enable independent patron use of electronic resources.		
Strategy 1:	Provide patron education, offering the opportunity to learn how to use our electronic resources.		
Action 1:	Provide training, as needed, for electronic resources. Ongoing	Provide training, as needed, for electronic resources. Ongoing	Provide training, as needed, for electronic resources.
Action 2:	Contact local schools and/or other community groups to offer off-site e-resource training. done in the past but not in 2005-will pursue in 2006	Contact local schools and/or other community groups to offer off-site e-resource training. Done. DeM staff offered to KV schools	Contact local schools and/or other community groups to offer off-site e-resource training.
Action 3:	By Jan 31, management staff will create list of computer training classes to offer patrons. done	By Jan 31, management staff will create list of computer training classes to offer patrons. Done	By Jan 31, management staff will create list of computer training classes to offer patrons. Done
Strategy 2:	Provide for easy use of patron electronic resources.		
Action 1:	Evaluate OPAC, Library website, and desktop done	Evaluate OPAC, Library website, and desktop screens; make changes as needed. Done	Evaluate OPAC, Library website, and desktop screens; make changes as needed.
Action 2:	Evaluate information technology signage; make changes as needed. Ongoing	Evaluate information technology signage; make changes as needed. Done	Evaluate information technology signage; make changes as needed.
Action 3:	Evaluate desktop icons for clarity; make changes as needed. ongoing	Evaluate desktop icons for clarity; make changes as needed. Done	Evaluate desktop icons for clarity; make changes as needed.

	2005	2006	2007
Action 4:	Investigate federated searching options. Done and not ready to implement for JCPL	Implement federated searching. Technology is not developed enough to implement	Review federated searching method.
Goal 6:	Determine library needs that are better met collaboratively.		
Strategy 1:	Pursue cooperative procurement of resources and collaborate with area libraries and other agencies on resource sharing.		
Action 1:	Identify products and services that might be jointly procured; utilize when appropriate. Done	Identify products and services that might be jointly procured; utilize when appropriate. Done	Identify products and services that might be jointly procured; utilize when appropriate.
Action 2:	Identify Library resources which can be shared. not formally;	Identify Library resources which can be shared.	Identify Library resources which can be shared.
Action 3:	Investigate remote online services which can be purchased at a discount through a consortia; purchase services as needed. Done	Investigate remote online services which can be purchased at a discount through a consortia; purchase services as needed. Done	Investigate remote online services which can be purchased at a discount through a consortia; purchase services as needed.
Action 4:	Participate in Indiana Union Catalog project or other local wide area union catalog when available and economically feasible. Done	Participate in Indiana Union Catalog project or other local wide area union catalog when available and economically feasible. Done...not cost-effective	Participate in Indiana Union Catalog project or other local wide area union catalog when available and economically feasible.
Action 5:	Identify opportunities for resource sharing with local governmental and educational organizations. ongoing	Identify opportunities for resource sharing with local governmental and educational organizations. Ongoing - GED, St. Joe db access for our patrons, A+	Identify opportunities for resource sharing with local governmental and educational organizations.
Action 6:	Update the Library website to include links to other sources of local information. ongoing	Update the Library website to include links to other sources of local information.	Update the Library website to include links to other sources of local information.
Goal 7:	Develop and maintain a funding strategy to fund the Information Technology Plan.		
Strategy 1:	Annually determine how much is needed to fund the Information Technology Plan.		
Action 1:	Establish budget for 2006 technology. done	Establish budget for 2007 technology. Proposed' budget done	Establish budget for 2008 technology.
Strategy 2:	Determine sources of funding.		
Action 1:	Determine Library sources of funding for The Plan. done	Determine Library sources of funding for The Plan. Done	Determine Library sources of funding for The Plan.
Action 2:	Identify other sources of funding. ongoing	Identify other sources of funding. Ongoing	Identify other sources of funding.
Strategy 3:	Prepare and submit grant applications to appropriate outside funding sources.		
Action 1:	Prepare and submit 3 grant applications. Digitization; USF; & Portable Lab	Prepare and submit 3 grant applications. USF	Prepare and submit 3 grant applications.
Strategy 4:	Examine the possibility of establishing fee-based services.		
Action 1:	Examine possibility of fee-based services.	Examine possibility of fee-based services.	Examine possibility of fee-based services.

**JASPER COUNTY PUBLIC LIBRARY
INFORMATION TECHNOLOGY PLAN**

**7/1/08
thru
6/30/11**

Rev. 04/07

I. INTRODUCTION

The Jasper County Public Library sees technology as one means of providing its community with equal access to information in an age when information is power. This Information Technology Plan has been prepared as a way of achieving that vision. While intended to guide the Library in its choices and uses of technology through the year 2010, the Plan is not designed to act as a constraint to innovation or special opportunities. The Plan will, therefore, be reviewed and revised on an annual basis.

The Plan is divided into the following sections:

- ◆ Section I Introduction (p. 2)
- ◆ Section II The Library, Its Mission, and Its Goals (pp. 3-4)
- ◆ Section III Technology Vision and Guiding Principles (pp. 5-6)
- ◆ Section IV The Information Technology Plan (pp. 7-16)
 - 1 Enhance information resources and information delivery methods
 - 2 Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner
 - 3 Provide adequate staff to carry out the Information Technology Plan
 - 4 Provide for technology disaster recovery
 - 5 Enable independent patron use of electronic resources
 - 6 Determine library needs that are better met collaboratively
 - 7 Develop and maintain a funding strategy to fund the Information Technology Plan
- ◆ Section V Professional Development (p. 17-18)
- ◆ Section VI Needs Assessment (pp. 19-25)
 - 1 Needs Assessment Tools
 - 2 Present Technology at JCPL
- ◆ Section VII Budget (pp. 26-31)
- ◆ Section VIII Plan Evaluation (p. 32)
- ◆ Section IX Timetable

The original plan was developed according to the wishes of the Technology Plan Committee, consisting of representatives of Jasper County schools, businesses, media representatives and library staff. It was prepared with the assistance of Information Systems Consultants, Inc. The most recently revised plan was developed by the Systems Administrator and Library Director, with input from the Management Team and approved by the Board of Trustees.

II. THE LIBRARY, ITS MISSION, AND ITS GOALS

The Jasper County Public Library (JCPL) serves a population of approximately 27,947, with libraries in DeMotte, Rensselaer (headquarters), and Wheatfield. The DeMotte and Rensselaer Libraries, built in 1992, are approximately 17,000 square feet each. The Wheatfield Library, built in 2005, is approximately 14,900 square feet.

The Library has over 19,024 registered borrowers. Annual circulation is 299,114, an average of 16 titles per year per registered borrower. The collections total 157,093 items including 60,409 at DeMotte, 59,491 at Rensselaer, and 37,193 at Wheatfield.

The Library does not limit patrons to use of their own agency's collections; it shares materials freely among the three locations. Approximately 6,703 such intra-library loans occur each year. There is daily courier service to facilitate the movement of materials. In addition, the Library borrows over 2,000 items a year from other libraries through interlibrary loan. Turnaround time for interlibrary loan is 1.5 weeks. The Library also uses fax machines to move information quickly among the agencies and with other libraries. The Library has a home page on the World Wide Web with links guiding net users to useful websites. All staff computers and 32 public computers have Internet access. In addition, a wide-area network allows patrons at all three libraries to access valuable CD-ROM and online databases accessible through the library's servers. This network also allows staff to share files with each other, to print to network printers, and to exchange e-mail. At each branch we have a wireless network that offers patrons the opportunity to bring their laptops or other portable devices to the library and access the Internet.

JCPL's Mission and Long Range Goals

The overall **mission** of JCPL is to inform, enrich and empower our diverse community.

The Library's long-range **goals** are to ensure that Jasper County residents of all ages shall:

- Have the opportunity for personal growth and development through a wide variety of programs and resources and expert help in accessing and using those resources
- Find a wealth of current, high demand materials in a variety of media to stimulate their thinking, satisfy their curiosities, expand their knowledge and make their leisure time more productive and enjoyable
- Have the opportunity to learn to use and evaluate library resources

Further goals are:

- The number of persons using the library system will increase each year
- The library buildings will be easily accessible, have adequate space and meet the needs of each community
- The library will obtain, train and retain a highly qualified, effective staff of service-oriented employees to help achieve its goals
- The library will continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our services
- Local History & Family History researchers will find a wealth of resources relating to the Jasper County area
- The libraries will work with instructors and school/academic libraries to ensure student access to resources
- The library will help each Jasper County resident in our service area meet his/her basic need to read and perform other essential daily tasks
- Libraries will strive to fulfill unmet community needs for computer training

III. TECHNOLOGY VISION AND GUIDING PRINCIPLES

Technology Vision

Technology is viewed as one means of providing equal access to information to each person in the community in an age when information is power.

When patrons come to our library to use our computers, research resources, and computer programs, they will do so without technical difficulty. Technical difficulties that do occur will be resolved immediately with expertise and a smile. We want patrons to realize that we have state of the art equipment and are committed to resolving technical difficulties immediately so that they leave the library satisfied with our technology.

Guiding Principles

The following guiding principles have been developed in carrying out the technology vision:

1. We will treat all computer users with equal respect and consideration.
2. We will consider every Internet activity valid, so long as activities are in accordance with our Internet policy.
3. We will provide fast, efficient machines that allow patrons to achieve their technology goals at point of service.
4. We will provide software and electronic research resources on a variety of subjects.
5. We respect and protect the privacy of our patrons to the fullest extent permissible by law.
6. We are committed to providing excellent customer service in the area of technology.
7. We will use contractual services for planning and implementation when appropriate.
8. We will adhere to State Automation Standards for Public Libraries in all technology expenditures.
9. We will share expertise and costs with local or regional networks and with schools and other information sources whenever practical and beneficial to library patrons.
10. We will only implement those technologies that are compatible with each other.
11. We will obtain, in electronic format, only those materials which are more conveniently accessed, patron preferred, and/or more cost-effective in that format.
12. We will strive for simplicity and user friendliness when selecting and configuring equipment, software, and system operations.
13. We will make certain that all activities undertaken in the interests of technological

advancement will be relevant to the Library's mission statement and long range plan.

- 14. We will continually monitor and evaluate all programs, services, and activities to ensure that all are relevant and cost-effective.**

IV. THE INFORMATION TECHNOLOGY PLAN

The Information Technology Plan consists of seven goals:

- 1. Enhance information resources and information delivery methods**
- 2. Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner**
- 3. Provide adequate staff to carry out the Information Technology Plan**
- 4. Provide for technology disaster recovery**
- 5. Enable independent patron use of electronic resources**
- 6. Determine library needs that are better met collaboratively**
- 7. Develop and maintain a funding strategy to fund the Information Technology Plan**

Each of the goals of the Information Technology Plan has a number of strategies and actions associated with it as follows:

Goal 1: Enhance information resources and information delivery methods

Strategy 1: Improve accessibility of electronic resources through the library.

Action (1): Evaluate multi-use PCs to determine if they are meeting patron needs. Make changes when necessary.

Action (2): Endeavor to provide remote access to all online databases via the JCPL homepage.

Action (3): Continue to provide access through the Library's web site to such local resources as the General Robert Milroy document collection and oral histories.

Action (4): Continue to offer public access to searchable local information databases, such as obituaries and a newspaper index.

Action (5): Continue to upgrade the JCPL Homepage design, keeping in mind remote users access capabilities.

Strategy 2: Select electronic resources to meet the information needs of staff and patrons.

Action (1): Reference Database Committee will meet regularly to evaluate research resources. User statistics, library budget, and staff/patron needs will determine which resources will be purchased or renewed and how many licenses will be acquired.

Action (2): Homepage Committee will meet annually to select and evaluate useful websites to which the library will link via the Library Homepage.

Action (3): Evaluate monitoring/metering software purchased to track usage of software.

Action (4): Evaluate PC/Print management software. Make changes where necessary as budget will allow.

Strategy 3: Implement the most efficient methods for acquiring and/or delivering print, nonprint, and electronic media.

Action (1): Evaluate present acquisition methods to get information to end users (ILL, etc...).

Action (2): New Technology Committee will keep abreast of new delivery methods, reporting annually to the Management Team and recommending new delivery methods that should be implemented.

Action (3): Continue to monitor the need for distance technology at JCPL, such as two-way video conferencing.

Action (4): Evaluate and maintain wireless Internet accessibility within our libraries.

Action (5): Continue to investigate providing mobile device access to our library website and online catalog.

Action (6): Evaluate the need for assistive technology annually.

Action (7): Investigate the need for RFID technology.

Strategy 4: Evaluate software made available for in-house use.

Action (1): Continue to make necessary Internet plug-ins available for patrons and staff when possible.

Action (2): Continue to annually evaluate present application software on patron PCs, and consider whether changes need to be made and/or additional software should be added. (Office, browser, IM, chat, etc...)

Action (3): Collaborate with local agencies to determine software needs in our community (i.e. GED software) and provide access as budget and technology will allow.

Strategy 5: Evaluate current and investigate new methods for delivering library news and information to patrons.

Action (1): Consider offering RSS notification for new books, holds, library news, etc...

Action (2): Evaluate current and investigate new technologies for delivering information to patrons (RSS feeds, chat, Instant Messenger reference).

Action (3): Evaluate RSS notifications associated with program announcements. Make changes as necessary and budget will allow.

Strategy 6: Monitor need for providing access to patron-provided software.

Action (1): Investigate need for and feasibility of allowing patron-provided software on designated computers.

Action (2): If need exists, investigate whether these computers should be Internet accessible, determining ramifications of Internet accessibility.

Action (3): If need exists, investigate software/hardware that would easily return these computers to original configuration after temporary installation of patron-provided software.

Goal 2: Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner

Strategy 1: Evaluate the automated system.

Action (1): Evaluate need to upgrade concurrent staff users of automated system.

Action (2): Evaluate the need for hardware/software upgrades to the system.

Action (3): Evaluate the need for the addition of new TLC modules.

Action (4): Consider cataloging through OCLC if this becomes financially feasible.

Action (5): Implement a cost-effective self-checkout solution.

Action (6): Provide for ongoing support of automated system software and hardware.

Strategy 2: Set standards for the Library's other electronic equipment needs.

Action (1): Annually adopt minimum PC specifications for new PC purchases.

Action (2): Investigate best, most cost-effective sources of computer equipment and of technology consultants and computer repair personnel.

Action (3): Annually evaluate minimum standards for future cabling.

Action (4): Evaluate adequacy of data line speed and set standards for speed.

Strategy 3: Purchase additional or replacement PCs and peripherals for staff and public use to support the Library's Information Technology Plan.

Action (1): All existing PCs and peripherals, including barcode scanners, printers, inventory scanning equipment, will be evaluated and upgraded when necessary as budget will allow.

Action (2): Provide additional PC's and data connections for staff members and patrons

as budget will allow.

Action (3): Purchase hardware maintenance contracts for new PCs.

Strategy 4: Evaluate system hardware and software used to support the Library's Information Technology Plan.

Action (1): Evaluate network hardware and software needs for improved performance and upgrade/purchase new hardware and software when needed. Include LAN equipment (switches, servers, UPSs), WAN equipment (routers), wireless access equipment, and filtering software.

Action (2): Provide adequate network security.

Action (3): Annually evaluate application software needs for staff PCs and upgrade/purchase new applications when needed.

Action (4): Evaluate patron PC security methods.

Action (5): Investigate the need for debit/credit card functionality.

Action (6): Investigate new software and hardware that support improved library functionality (spam block, etc...).

Action (7): Evaluate portable computer lab and make changes when needed as budget will allow.

Action (8): Provide for ongoing support of software and hardware, where appropriate.

Strategy 5: Evaluate effectiveness of the library's electrical capacity to utilize all technology services and equipment effectively.

Action (1): Evaluation and modification of electrical capacity will be completed on an as-needed basis as technological changes are made.

Goal 3: Provide adequate staff to carry out the Information Technology Plan
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Strategy 1: Maintain qualified staff for the management and operation of information technology.

Action (1): Review technology staffing needs by May each year and make adjustments as budget will allow.

Goal 4: Provide for technology disaster recovery

Strategy 1: Develop disaster recovery plan.

Action (1): A staff committee will develop a recovery plan for various technology disaster situations.

Action (2): Disaster recovery plan will be reviewed and updated as needed.

Strategy 2: Determine and procure tools necessary for implementing disaster recovery plan.

Action (1): Purchase hardware and/or software found necessary for implementing the disaster recovery plan.

Strategy 3: Maintain regular server backup procedures.

Action (1): All servers will be backed up nightly to backup tapes which are taken off-site weekly, tested regularly, and replaced regularly with new tapes.

Action (2): Strive to include other backup methods (such as RAID) on each server as budget allows.

Goal 5: Enable independent patron use of electronic resources
--

Strategy 1: Provide patron education, offering the opportunity to learn how to use our electronic resources.

Action (1): Provide point-of use, one-on-one and group training as needed for any electronic resource.

Action (2): Libraries will contact local schools and/or other community groups and offer orientation and training sessions in electronic resources off-site.

Action (3): Quarterly, programming coordinators will determine computer training classes which will be offered by staff or others based on patron need.

Strategy 2: Ensure PCs are well-oriented and functional for patron use.

Action (1): The Library will evaluate OPAC, library website, and computer desktop screens to determine what is confusing or annoying. Every effort will be made to implement necessary changes. Vendors will be asked to rewrite screens, if necessary.

Action (2): Evaluate technology-related library signs and make changes as needed.

Action (3): Evaluate desktop icons to ensure clarity and make changes as needed.

Action (4): Continue to monitor federated searching options for our OPAC, online databases, etc... and implement as budget and technology allow.

Action (5): Continue to resolve technical difficulties associated with software at point of use to ensure that patrons leave our library satisfied with our software.

Goal 6: Determine library needs that are better met collaboratively
--

Strategy 1: Pursue cooperative procurement of resources and collaborate with area libraries and other agencies on resource sharing.

Action (1): Determine what products and services might be jointly procured.

Action (2): Determine what resources the Library already has which can be shared.

Action (3): Determine which remote online services offer significant discounts to consortia and acquire those most needed by library community as budget will allow.

Action (4): Participate in state-wide union catalog as budget and technology allow.

Action (5): Continue to explore resource sharing with local government and education entities so that community information needs in the area are efficiently met and not duplicated.

Action (6): Cooperate with community organizations and schools to include, on the library's web page, links to other sources of local information.

Goal 7: Develop and maintain a funding strategy to fund the Information Technology Plan
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Strategy 1: Annually determine how much is needed to fund the Information Technology Plan.

Action (1): Establish a schedule of disbursement for each of the three years and adjust annually as needed.

Strategy 2: Determine sources of funding.

Action (1): Determine which areas of the plan may be funded by the operating budget, the Capital Projects budget, and outside sources.

Action (2): Identify sources and make recommendations for acquiring funds.

Strategy 3: Prepare and submit grant applications to appropriate outside funding sources.

Action (1): Prepare and submit grant applications as opportunities are recognized.

V. Professional Development

Strategy 1: Ensure that staff understand how to use new and existing technologies to improve library services.

Action (1): Management Team will annually consider technology needs and coordinate training for technology-related professional development.

Action (2): Technology-related professional development will be required for all public services staff with the exception of pages and clerks.

Action (3): The specific resources we will implement to ensure that staff is ready to use and maintain technologies include, but are not limited to, Indiana State Library training workshops, Indiana Cooperative Library Services Authority (INCOLSA) training workshops, in-house training workshops, professional journals, e-mail listservs, counterparts meetings, and NICCLplus computer consortium participation.

Action (4): In-house training opportunities will be established for technology-related professional development as needed.

Action (5): At least one staff member at each branch will have basic knowledge of local network operations and troubleshooting. The Systems Administrator will be responsible for the training, but s/he will be authorized to utilize outside trainers when needed as budget will allow.

Action (6): Systems Administrator, Systems Administrator Assistant, Technical Services staff and branch technical support staff will attend at least one training session annually to aid in supporting the network and automated system.

Action (7): Systems Administrator will continue to train Technical Services staff in automated system and network operation so that there is always someone available to respond to problems.

Action (8): Relevant staff should attend user group meetings or any other training offered by the automated system vendor and other service providers.

Action (9): Management staff will continue to monitor proficiency and provide additional

training as needed.

Action (10): Technology procedures are made available to staff in the Library Procedure Manual. This manual is reviewed and updated annually.

Action (11): Identify common patron computer-related problems, and create a “tips and tricks” self-help manual for staff.

Action (12): The library’s professional meetings budget will include funds for technology-related professional development

VI. NEEDS ASSESSMENT

Needs Assessment Tools

1. Biennial user/non-user survey.
2. Technology needs discussed each month at Management Meeting.
3. Informal interviews.
4. Analysis of statistics.
5. Suggestion box for patrons.
6. Attend professional meetings.
7. Read other library newsletter.
8. Join library listservs and review posts.

Present Technology at JCPL

Telephone Service: The Rensselaer and Wheatfield libraries are in the same LATA, with local phone service provided by Embarq. Calls between the two libraries are not long distance. DeMotte is in a different LATA. Northwestern Indiana Telephone Company provides local service for DeMotte. Calls to Wheatfield are not long distance; calls to Rensselaer are.

Local Area Networks: Each library branch has a separate Local Area Network. The equipment that enables these connections are two HP ProCurve 2650 24-port switches (one-Rensselaer, one-DeMotte), one Dell PowerConnect 2216 16-port switch (Wheatfield), and two 3Com SuperStack II 3300 24-port switches (one-Rensselaer, one-Wheatfield).

Wide Area Network: All three LANs communicate via a WAN infrastructure, which consists of a dedicated Internet line, DSL Internet and cable Internet connections. A Virtual Private Network (VPN) is set up on the firewalls between all three branches to allow for better security of library data.

The Rensselaer LAN is connected via a dedicated T-1 Internet line provided by ENA. The equipment that enables this connection is one Adtran H2TUR unit, one Cisco 2801 router, and one Cisco PIX 506e firewall. The Cisco router is connected to an APC Smart-UPS 700. Monthly telecommunications costs for this dedicated Internet line is \$750.

The Wheatfield LAN is connected via a 5M download/640K upload DSL connection provided by Sprint. The equipment that enables this connection is one Sprint DSL modem and one Cisco PIX 506e firewall. This equipment is connected to an APC SmartUPS 750. Monthly telecommunications costs for the DSL connection is \$104.99.

The DeMotte LAN is connected via an 8M download/1M upload cable modem provided by ComCast. The equipment that enables this connection is one cable modem and one Cisco PIX 506e firewall. Monthly telecommunications costs for the cable Internet connection is \$160.00.

Rensselaer has a wireless LAN set up using one 8-port LinkSys Cable/DSL Router, one 8-port Proxim power injector, and four HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. A server running ZoneCD software is used to display our Internet Policy for patrons to view and accept before proceeding to use our wireless network. This server is a Dell Optiplex Gx150 SFF Pentium 4 with 256M memory, one 20GB hard drive, one CD-ROM drive, and 100MB network adapter.

Wheatfield has a wireless LAN set up using one HP ProCurve 3400cl 24-port switch, two Dell PowerConnect 2216 16-port switches, two one-port Proxim power injectors, and two HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 1320n printer with internal network adapter is available for wireless printing.

DeMotte has a wireless LAN set up using one 8-port LinkSys Cable/DSL Router, one Cisco 5-port switch, three one-port Proxim power injectors, and three HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN.

Automated library system: The Library operates on a TLC Library.Solution automated system. A Dell PowerEdge 4400 serves as our Library.Solution Data server. It has two Pentium III Xeon 933MHz processors, 1GB memory, six 18GB SCSI hard drives, RAID 5, redundant power supply, 17/40X SCSI CD-ROM drive, Archive Python DDS-4 20/40GB tape backup drive, Intel 10/100MB integrated NIC, Windows NT 4.0 operating system (25 user license), and pcAnywhere remote host software.

A Dell GX110 PC serves as our Library.Solution Web server. It has a Pentium III 866MHz processor, 128MB memory, 20GB hard drive, 56K modem, 10/24 Slimline CD-ROM drive, 3Com 10/100mb integrated NIC, Windows NT 4.0 operating system, Microsoft Internet Information Server (IIS) 4 software, and pcAnywhere remote host software.

TLC connects to the servers using pcAnywhere software in diagnosing and correcting problems and updating the system. Both servers are connected to an APC 1400 Uninterruptible Power Source.

TLC provided us with a server with an Intel Celeron 1.7GHz processor, 512MB memory, 40GB hard drive, DVD drive, SiS 100MB NIC, and Windows 2000 operating system with Terminal Services. TLC supplied us with a 5-user license. We purchased 12 additional user licenses for a total of 17 licenses. This terminal server allows DeMotte and Wheatfield to connect and run circulation functions at a much faster speed than connecting directly to our TLC data server.

JCPL has 28 circulation/cataloging/serial user licenses and unlimited Online Public Access Catalog (Z39.50-compliant) and acquisitions licenses. The modules which have been implemented are cataloging, circulation, the OPAC, patron authentication, and Serials. Patrons may register a PIN and access their own accounts, either from the library or from home or office,

through the OPAC to reserve materials and to determine what they have charged out, what they have on reserve, and what fines or fees may be outstanding.

Using patron authentication, our patrons can access our online databases from inside all library buildings. Many may be accessed from their home or office by inputting their library card identification number and PIN.

PCs connected to the Library.Solution circulation module through Ethernet lines include eight at Wheatfield, eleven at Rensselaer (three of which also have access to cataloging module), and nine at DeMotte. There are three dedicated OPACs at Rensselaer, two dedicated OPACs at Wheatfield, and four dedicated OPACs at DeMotte.

Technical Services utilizes an HP LaserJet 1200 system printer to print special reports and spine labels. A Percon PT2000 inventory scanner is also available to perform library system materials inventory functions.

The Library.Solution system falls under the supervision of a Systems Administrator and Technical Services Librarian.

Novell Network: Each library has a Compaq ProLiant ML350 P3-1.4GHz server with 768MB memory, three 18.2GB SCSI hard drives (Rensselaer has two additional 72.8GB hard drives), CD-ROM drive, 100MB network card, RILOE card for remote administration, and HP StorageWorks DLT VS 40/80 tape drive.

Novell Netware 6 network operating system is installed on each server to allow all networked PCs access to the CD-ROM/online databases and laser printers and to allow staff to share files and to communicate through electronic mail using Pegasus Mail software (Novell Netmail software is loaded on the Rensselaer file server to accommodate this). eTrust Anti-Virus, BrightStor ARCserve backup, PowerChute, DHCP, and SofTrack Metering software are loaded on each server.

The Novell file servers and PCs are connected through the same Ethernet network and WAN that Library.Solution is connected to.

Each library has an Uninterruptible Power Source unit for network equipment. DeMotte and Wheatfield each have an APC Smart-UPS 700, and Rensselaer has an APC Smart-UPS 2200.

Additional Servers: A proxy server is located at the Rensselaer library and allows Wheatfield and DeMotte libraries to authenticate to our subscription online databases. It also serves as a DHCP server for the Rensselaer library. The server is an HP ProLiant ML150 Xeon 3GHz with 1GB memory, one 80GB hot-swap Serial ATA hard drive, CD-ROM drive, Gigabit network adapter, Windows Server 2003 (1-user) software, and Microsoft Internet Security & Acceleration Server software.

The Rensselaer library also houses a server which functions as the JCPL homepage server, digitization web page server, and backup server for the TLC Data server, TLC Web server, Rensselaer Novell server, and proxy server. This server is an HP ProLiant ML350 Xeon 3.2GHz with 2GB memory, three 72.8 GB hot-swap SCSI hard drives, CD-ROM drive, Gigabit network adapter, HP StorageWorks Ultrium 215 tape drive, RILOE card for remote administration, Windows Server 2003 (5-user) software, and Microsoft Internet Information Server (IIS) 6 software. Contentdm digitization software and BrightStor ARCserve Backup software are installed.

A server running SysAid Help Desk software allows library staff to request technical assistance from the Systems Administrator, Systems Administrator Assistant, and local branch troubleshooters. This server is a Dell Optiplex Gx150 SFF Pentium 4 with 512M memory, one 20GB hard drive, one CD-ROM drive, and 100MB network adapter.

Wireless Laptop Lab: A portable wireless laptop lab was implemented in June 2005. It consists of ten Dell Latitude D610 laptops, one HP ProCurve 420 Wireless Access Point, one HP ProCurve 408 switch, one HP LaserJet 2550n color printer, 10 Valence N-Charge external batteries, and one Epson PowerLite 61C LCD projector. The laptop lab is available for in-house use by staff and patrons.

Networked Printers/Copiers/Scanners: Each library has a Hewlett Packard LaserJet printer available for patron and staff use. Rensselaer has an HP LaserJet 4200N with an internal network adapter to connect to the network. DeMotte and Wheatfield both have an HP LaserJet 4250n with an internal network adapter to connect to the network.

For staff-only printing, Rensselaer has a color OkiData C5300n laser printer which includes an internal network card and an HP Scanjet 8200 scanner with copier capabilities. DeMotte has a color Konica MagiColor 2430DL printer with internal network adapter. They also have an Epson Stylus Photo R300 printer and an Epson Stylus CX6600 printer which includes scanner, copier and fax functions. Wheatfield has a Konica MagiColor 2480MF printer which includes

external network adapter, scanner, copier and fax functions.

Additional Printers: Rensselaer has five personal printers located next to staff workstations which are not networked, but used by individual staff. DeMotte and Wheatfield each have one.

Internet Filtering Software: The library system uses WebBalanced software to qualify for federally funded grants.

PC/Print Management Software: The library system uses CMS PCCop time management software as a centralized system for the allocation and enforcement of time and use limits on public access computers. The ability to automate this process drastically reduces the need for staff involvement or even staff intervention. Each library has the administration kiosk installed on one PC at the circulation desk. In addition, one PC at each library serves as a self-service kiosk for patrons. This software also offers Diginet print management features that help reduce wasted paper and toner.

CD-ROM/Online Databases: The Library has acquired a number of electronic publications online and on CD-ROM. All of these are accessible from our LAN and most are accessible via Internet access.

Computers: Rensselaer has one Pentium D, two Core 2 Duo, three Pentium M, and 41 Pentium 4 PCs. DeMotte has one Pentium D and 26 Pentium 4 PCs. Wheatfield has one Pentium D and 21 Pentium 4 PCs. All of these PCs are connected to our WAN and can access the Internet and databases; however, some are dedicated for specific purposes. In addition to the dedicated OPAC PCs listed above under “Automated library system”, JCPL has the following dedicated patron PCs:

Word Processing PCs: Each library provides PCs for patron word processing and spreadsheet needs; Rensselaer has two and DeMotte and Wheatfield each have one.

Genealogy PCs: Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM/online databases and Internet sites related to genealogy.

Children’s PCs: Each library provides a PC loaded with Microsoft Office, educational, reference, and entertainment software for patron use.

Game PCs: Rensselaer has one PC dedicated to CD-ROM games for children.

Multi-use PCs: Multi-use PCs offer Microsoft Office, Internet, and access to our CD-ROM/online databases; Rensselaer has ten and DeMotte and Wheatfield each have nine.

LCD Projectors: A Panasonic PTL-5950 LCD projector and an Epson PowerLite 82C projector

are available for in-house staff and patron use. The projectors are used to project the image of a laptop, desktop PC, VCR, LaserDisc player, and/or DVD player to a screen, white board, or wall. They can be used at any one of the three JCPL libraries.

Digital Cameras: Digital cameras are used by staff to take digital pictures and/or short movie clips that can be transferred to a PC for use in documents, on the JCPL homepage, to send in E-mail messages, to archive information, etc...Rensselaer has a Kodak C330 EasyShare, DeMotte has a Sony Mavica FD100, and Wheatfield has a Canon PowerShot A75.

VI. BUDGET

7/1/08 thru 6/30/09

Capital Projects Fund

3.26	Network expenses (communications costs)		\$ 6,675
	Self-check Software (SIP and client)	\$ 6000	
	Data drops (3)	\$ 675	
4.4	Equipment		\$38,045
	Hard Drives for DigiSvr (3?)	\$ 1200	
	Monitor Mount Arm (2)	\$ 260	
	Receipt Printers (3)	\$ 570	
	Touch Screens (3)	\$ 1565	
	Barcode Scanners (3)	\$ 720	
	Replacement PCs (20)	\$25500	
	Wireless Network Printer (1)	\$ 450	
	Replace Personal Printers (3)	\$ 380	
	Replace Switches (2)	\$ 1450	
	Replace Multi-fun. laser printers (2)	\$ 2000	
	Color printer for patrons (3)	\$ 1500	
	Wide-screen monitors (2)	\$ 450	
	Other Equipment	\$ 2000	
4.53	Online databases & system software		\$ 2,280
	MS Office Update	\$ 1380	
	Misc. system software	\$ 900	

Total Budget: \$47,000

7/1/08 thru 6/30/09

Operating Fund

1	Personal Services (Systems Administrator and assistant)	\$62,000
3.23	Added Travel Expenses for technology training	\$ 2,160
3.24	Professional meetings (technology training)	\$ 3,850
	Self-check SIP II Module training	\$ 2400
	Other	\$ 1450
3.26	Network expenses (communications costs)	\$22,800
	Data Lines	\$22800
3.62	Equipment repairs/maintenance (Consulting needs)	\$ 8,750
	Consultant hours	\$ 8000
	Misc. repairs, upgrades	\$ 750
3.98	Contracts	\$40,275
	TLC Maintenance	\$32370
	Firewall maintenance	\$ 375
	Cornerstone support	\$ 190
	Web Filtering subscription	\$ 1440
	Public Web Browser support	\$ 100
	SofTrack software support	\$ 800
	PC/Print Mgmt support	\$ 1250
	Contentdm support	\$ 2405
	Ghost support	\$ 120
	Phone Tree software	\$ 160
	ARCServe support	\$ 870
	EngagedPatrons.org Events	\$ 195
4.4	Equipment	\$ 0
4.53	Online databases & system software	\$26,000
	Online Databases	\$24000
	Misc. system software	\$ 2000

Total Budget: \$165,835

7/1/09 thru 6/30/10

Capital Projects Fund

3.26	Network expenses (communications costs)		\$ 1,540
	Misc Expenses	\$ 1540	
4.4	Equipment		\$44,960
	Replacement PCs (20)	\$27000	
	Replace Personal Printers (1)	\$ 130	
	Replace Firewalls (3)	\$ 3000	
	Replace Lab Laptops (10)	\$13000	
	Replace Lab printer	\$ 450	
	Replace Lab switch	\$ 80	
	Replace Lab WAP	\$ 300	
	Other Equipment	\$ 1000	
4.53	Online databases & system software		\$ 500
	Misc. system software	\$ 500	

Total Budget: \$47,000

7/1/09 thru 6/30/10

Operating Fund

1	Personal Services (Systems Administrator and assistant)	\$63,550
3.23	Added Travel Expenses for technology training	\$ 2,270
3.24	Professional meetings (technology training)	\$ 3,020
	Fed. Searching software training	\$ 1500
	Other	\$ 1520
3.26	Network expenses (communications costs)	\$23,000
	Data Lines	\$23000
3.62	Equipment repairs/maintenance (Consulting needs)	\$ 8,790
	Consultant hours	\$ 8000
	Misc. repairs, upgrades	\$ 790
3.99	Contracts	\$43,150
	TLC Maintenance	\$35040
	Firewall maintenance	\$ 400
	Cornerstone support	\$ 200
	Web Filtering subscription	\$ 1440
	Public Web Browser support	\$ 100
	SofTrack software support	\$ 850
	PC/Print Mgmt support	\$ 1300
	Contentdm support	\$ 2450
	Ghost support	\$ 125
	ARCServe support	\$ 890
	PhoneTree support	\$ 160
	EngagedPatrons.org Events	\$ 195
4.5	Equipment	\$ 0
4.53	Online databases & system software	\$52,600
	Online Databases	\$24000
	Aquabrowser	\$17600
	Federated Searching software	\$ 9000
	Misc. system software	\$ 2000

Total Budget: \$196,380

7/1/10 thru 6/30/11

Capital Projects Fund

3.24	Professional meetings (technology training)		\$ 9,000
	Automated System Training	\$ 9000	
3.26	Network expenses (communications costs)		\$88,230
	New Automated System software	\$85000	
	Symantec Backup Exec (1+ 4 agents)	\$ 855	
	Windows Operating System for Web	\$ 375	
	Misc Expenses	\$ 2000	
3.62	Equipment repairs/maintenance (Consulting needs)		\$ 6,000
	Automated System Installation	\$ 6000	
4.4	Equipment		\$65,620
	Replace Wireless Network Printer	\$ 450	
	Replace WAPs at all branches (9)	\$ 2700	
	Automated System Data Server	\$14000	
	Automated System Web Server	\$ 3000	
	Circulation Printers (9)	\$ 2700	
	Circulation Scanners (9)	\$ 2700	
	Replace Desktop Pub. Software	\$ 450	
	Replacement PCs (20)	\$28000	
	Replace Personal Printer (1)	\$ 220	
	Replace Multi-Function Printer	\$ 700	
	Replace Staff Color Printer	\$ 500	
	Replace Circ Printers (2)	\$ 2000	
	Replace Web Server	\$ 5000	
	Backup Tapes (for 3 drives)	\$ 1200	
	Other Equipment	\$ 2000	
4.53	Online databases & system software		\$ 500
	Misc. system software	\$ 500	

Total Budget: \$169,350

7/1/10 thru 6/30/11

Operating Fund

1	Personal Services (Systems Administrator + assistant)	\$65,140
3.23	Added Travel Expenses for technology training	\$ 2,385
3.24	Professional meetings (technology training)	\$ 1,600
	Other	\$ 1600
3.26	Network expenses (communications costs)	\$13,440
	Data Lines	\$13440
3.62	Equipment repairs/maintenance (Consulting needs)	\$ 8,830
	Consultant hours	\$ 8000
	Misc. repairs, upgrades	\$ 830
3.98	Contracts	\$ 9,110
	Firewall maintenance	\$ 425
	Cornerstone support	\$ 210
	Web Protection/Filtering subscription	\$ 1325
	Email Protection subscription	\$ 970
	Astaro Hardware/Software maint	\$ 800
	Public Web Browser support	\$ 100
	SofTrack software support	\$ 900
	PC/Print Mgmt support	\$ 1350
	Contentdm support	\$ 1400
	Ghost support	\$ 130
	Symantec Antivirus support	\$ 520
	Symantec Backup support	\$ 820
	PhoneTree support	\$ 160
4.4	Equipment	\$ 0
4.53	Online databases & system software	\$26,000
	Online Databases	\$24000
	Misc. system software	\$ 2000

Total Budget: \$126,505

VIII. TECHNOLOGY PLAN EVALUATION

Strategy 1: Annually at the March Management Meeting, the Systems Administrator and Library Director, with input from the Management Team, will review past year's progress and determine if changes are needed.

Action (1): Annually at the April Board Meeting, the Library Director will submit to the Board a progress report covering the preceding year.

Action (2): If revisions are necessary, the revised Technology Plan will be presented by the Library Director to the Board at the April Board Meeting for their approval.

Action (3): Annually in May, the Indiana State Library will be apprised of the progress report and any changes made to the technology plan.

Strategy 2: By June 15, Board will approve revised plan.

JCPL FINANCIAL STATEMENT

F1

March 31, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$122,696.25	\$373,157.14	\$5,356.63	\$19,666.09	\$421,487.78
Includes Investments of	\$350,000.00					
Public Library Access Card Fund	\$31.00	\$0.00	\$31.00	\$0.00	\$30.00	\$30.00
Gift Fund	\$7,588.25	\$204.92	\$279.51	\$4,118.98	\$6,873.35	\$14,182.09
DeMotte	\$1,222.51	\$47.68	\$47.68	\$50.37	\$912.37	\$2,087.20
Rensselaer	\$5,656.46	\$134.14	\$200.34	\$3,868.61	\$4,990.98	\$10,447.10
Wheatfield	\$709.28	\$23.10	\$31.49	\$200.00	\$970.00	\$1,647.79
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$122.28	\$608.44	\$144,525.00
Includes Investments of:	\$100,000					
Bond & Interest Redemption Fund	\$58,574.44	\$0.00	\$55,315.00	\$0.00	\$0.00	\$3,259.44
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$300.00	\$964.00	\$0.00	\$0.00	\$1,771.97
Capital Projects Fund	\$156,035.66	\$1,792.40	\$3,213.34	\$99.99	\$848.85	\$153,671.17
Includes Investments of	\$125,000					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$0.00	\$0.00	\$0.00	\$15,994.22
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$0.00	\$358.96	\$1.66	\$552.67	\$195,431.65
Includes Investments of	\$175,000					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,450.60	\$15,730.44	\$4,450.60	\$15,730.44	\$0.00
FICA Tax Collected	\$0.00	\$4,905.26	\$15,716.50	\$4,905.26	\$15,716.50	\$0.00
State Tax Collected	\$2,504.39	\$2,409.88	\$7,506.03	\$2,257.63	\$7,259.27	\$2,257.63
County Tax Collected	\$955.16	\$936.70	\$2,898.36	\$867.40	\$2,810.65	\$867.45
Deferred Comp.	\$0.00	\$2,370.00	\$6,837.64	\$2,370.00	\$6,837.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$2,974.41	\$9,050.53	\$2,958.83	\$9,037.25	(\$1.79)
Employee Life Insur.	\$0.00	\$96.80	\$299.40	\$96.80	\$299.40	\$0.00
Employee P.E.R.F.	\$5,967.65	\$0.00	\$5,967.25	\$1,680.39	\$5,438.40	\$5,438.80
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$4,525.38	\$13,055.00	\$4,525.38	\$13,055.00	\$0.00
EIC	\$0.00	(\$37.64)	(\$89.48)	(\$37.64)	(\$89.48)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$600.00	\$600.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$147,624.96	\$510,290.62	\$34,074.19	\$202,305.47	\$1,087,519.41

Bank Balances**Jasper County Public Library****Report as of: 3/31/2007****Bank**

1	Alliance Bank	\$260,988.86
2	Demotte State Bank	\$11,363.90
3	Alliance Bank-LIRF Acct	\$44,525.00
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$20,431.65
7	Kentland Banking Ctr- OPER CD#400039636	\$350,000.00
8	Kentland Banking Ctr-CPF CD#400039635	\$125,000.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$100,000.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$175,000.00

Total all banks = \$1,087,519.41

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 3/1/2007 To 3/31/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$12,300.62	\$37,619.38	24.6
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$59,016.66	\$190,263.94	\$643,831.06	22.8
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$3,942.82	\$11,917.12	\$40,121.88	22.9
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$4,905.26	\$15,716.50	\$46,799.50	25.1
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$0.00	\$0.00	\$5,108.00	0.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$0.00	\$12,485.40	\$51,404.60	19.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$5,308.21	\$16,672.20	\$69,809.80	19.3
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$77,293.09	\$259,355.78	\$894,794.22	22.5
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$0.00	\$630.93	\$229.07	73.4
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$0.00	\$254.00	\$421.00	37.6
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$202.87	\$3,154.00	\$6,846.00	31.5
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$0.00	\$881.26	\$3,368.74	20.7
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$1,113.95	\$1,701.94	\$2,798.06	37.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$89.70	\$105.83	\$1,144.17	8.5
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$0.00	\$48.27	\$251.73	16.1
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$1,672.97	\$2,917.38	\$8,077.32	26.5
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$32,385.00	\$644.70	\$33,029.70	\$3,079.49	\$9,693.61	\$23,336.09	29.3
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$676.50	\$1,166.50	(\$866.50)	388.8
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$0.00	\$1,114.00	\$11,686.00	8.7
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$137.74	\$643.25	\$5,356.75	10.7
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$780.00	\$2,080.70	\$3,719.30	35.9
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$907.87	\$2,831.07	\$12,168.93	18.9
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$70.00	\$8,970.00	\$311.88	\$1,144.14	\$7,825.86	12.8
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$74.85	\$150.45	\$1,449.55	9.4
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$0.00	\$96.00	\$12,584.00	0.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$243.95	\$1,556.05	13.6
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$0.00	\$341.81	\$779.89	30.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$150.00	\$50.00	75.0
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$1,619.00	\$30,581.00	5.0
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$4,787.66	\$12,339.38	\$37,660.62	24.7
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$4,506.49	\$13,085.25	\$46,914.75	21.8
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$63.85	\$220.05	\$929.95	19.1
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$505.01	\$981.72	\$2,618.28	27.3
3.61 BUILDING & STRUCTURES	\$65,137.00	\$0.00	\$65,137.00	\$5,604.50	\$13,946.34	\$51,190.66	21.4
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$79.95	\$149.85	\$100.15	59.9
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$0.00	\$1,697.95	\$564.05	75.1
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$0.00	\$275.00	0.0
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$390.07	\$6,151.62	\$59,280.38	9.4
Subtotal	\$377,207.00	\$416.70	\$377,623.70	\$18,826.37	\$60,153.03	\$317,470.67	15.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$349.10	\$1,119.15	\$10,145.39	9.9
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$10,591.07	\$24,642.08	\$119,357.92	17.1
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$741.71	\$1,434.36	\$20,265.64	6.6
4.53 NONPRINTED MATERIALS	\$70,000.00	\$359.24	\$70,359.24	\$11,815.42	\$16,759.13	\$53,600.11	23.8
Subtotal	\$246,190.00	\$1,133.78	\$247,323.78	\$23,497.30	\$43,954.72	\$203,369.06	17.8
Grand Total	\$1,809,932.00	\$2,195.18	\$1,812,127.18	\$122,696.25	\$373,157.14	\$1,438,970.04	20.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06-Demco PO #7274
3/23/2007	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$70.00	Refund/Reimbursement Kalamazoo PL A/P #151
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06-Janway PO#7278-Rev
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06-Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06-Wal-Mart purchase#014133

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$2,195.18

Voucher List**Jasper County Public Library****Report Date: From 3/1/2007 To 3/30/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25970	153	AARON'S LAWN CARE	3/12/2007	Cleaning Walks and Plowing for DeMotte (2/6-2/19/07) and Wheatfield (2/4-2/18/07)	\$1,650.00
25971	154	ACE HARDWARE	3/12/2007	Glue, Foamrubber Pad, and Liquid nails	\$11.27
25972	155	AFFORDABLE ALTERNATIVES	3/12/2007	Unabridged and Look for Labels	\$28.35
25973	156	BAKER & DANIELS	3/12/2007	Consultation on wage overpayment	\$676.50
25974	157	BAKER & TAYLOR ENTERTAIN	3/12/2007	DVD's	\$583.86
25975	158	BAKER & TAYLOR	3/12/2007	Books, Continuations, AY	\$9,868.91
25976	159	BARNES & NOBLE	3/12/2007	Books and Audiobooks	\$391.91
25977	160	BIERMA HARDWARE, INC.	3/12/2007	Ice melt, batteries, Liquid nails, Chaulk gun, drywall anchors, dowel pins, and toggles	\$33.76
25978	161	BORDERS	3/12/2007	Books, Audiobooks, Supplies	\$977.99
26033	162	BOWKER	3/12/2007	Continuation of Books in Print	\$526.34
25980	163	BRACKEMYRE PUBLISHING	3/12/2007	Continuations	\$85.00
25981	164	CAPITAL ONE, F.S.B.	3/12/2007	Crafts, Air Conditioner Filter, Br. Mgr Counterparts expenses, Supplies, Phonics Kit, AV Buying Trip Expenses, Foam Shapes	\$417.31
25982	165	CDW GOVERNMENT, INC	3/12/2007	Replacement Battery, Network Card for a Printer	\$417.40
25983	166	CENTRAL STATES SALES CO	3/12/2007	Flood Lights, 2" Narrow Flourescent, Metal Hallide, Ceiling Spots	\$899.90
25984	167	CENTRAL INDIANA HARDWAR	3/12/2007	New Keys for Rensselaer Library	\$84.12
25985	168	CHESTER TECHNOLOGIES	3/12/2007	Firewall maintenance agreement	\$112.00
25986	169	CULLIGAN	3/12/2007	Wh. Water-Feb 2007	\$9.95
25987	170	DEMCO	3/12/2007	Tape, Laminated Poster Set, Bulletin Board Set, Buttons, Desk Accessory Set	\$79.28
25988	171	DIANA KOOY	3/12/2007	Mileage	\$44.62
25989	172	EDUCATION NETWORKS OF A	3/12/2007	Internet Access - 2/1-2/28/07	\$300.00
25990	173	FACTS ON FILE	3/12/2007	Encyclopedia Set on Career Discovery	\$192.60
25991	174	FASE-KALUF TV & APPLIANCE	3/12/2007	Air Conditioner	\$299.00
25992	175	GDM ENTERPRISES, LLC	3/12/2007	Cleaning Story Time Carpet, Children Chairs, Adult Chairs, and Children Stools	\$297.00
25993	176	HSBC BUSINESS SOLUTIONS	3/12/2007	CD's, Software, DVD's	\$2,413.46
25994	177	INGRAM	3/12/2007	Books	\$34.99
25995	178	INSPIRATIONAL DISTRIBUTOR	3/12/2007	Book	\$12.98
25996	179	LANDMARK AUDIOBOOKS	3/12/2007	Lease CD's	\$2,220.00
25997	180	LINDA POORTENGA	3/12/2007	Mileage-Mgmt Mtg, Friends Mtg, 2nd Interview	\$60.14
25998	181	MIDWEST TAPE	3/12/2007	DVD's	\$82.93
25999	182	NANETTE SPEACHT	3/12/2007	Lg Print Books, DVDs, Craft Items	\$164.85
26000	183	OFFICE DEPOT	3/12/2007	Envelopes & Contact Paper	\$998.66
26001	184	OSBY WATER CONDITIONING	3/12/2007	Peroxide	\$24.00
26002	185	PATTY STRINGFELLOW	3/12/2007	Mileage-Mgt mtg, NILBA dinner, ILF Leg. Day, 2nd Interview Br. Mgr	\$174.60
26003	186	PRECISION CONTROL SYSTE	3/12/2007	Ren Branch: Replaced Spring Kit, Valve, and Actuator	\$690.50
26004	187	QUILL CORPORATION	3/12/2007	Binders, Toner/Cartridges, Markers, Pencil Sharpener, Scissors, File Folders, Surge Protector, Glue, Crayons, Tabs, Disks, Constr Paper, Envelopes, Binder Clips, Sticky Notes, Correction Tape, Rubber Bands	\$71.50
26005	188	RECORDED BOOKS, LLC	3/12/2007	Audiobooks, CD album ring	\$729.60
26006	189	RACHAEL CAVINDER	3/12/2007	Mileage-AV Shopping Trip	\$24.25
26007	190	REGENT BOOK CO., INC.	3/12/2007	Continuation	\$13.17
26008	191	ROEING CORPORATION	3/12/2007	Qrtly. Maintenance Contract	\$1,375.00
26009	192	TEACHING COMPANY	3/12/2007	DVDs	\$1,639.35
26010	193	THOMSON GALE	3/12/2007	Website for Legal Forms	\$2,795.00

Printed on Tuesday, April 10, 2007

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26011	194	TLC HOME IMPROVEMENTS, L	3/12/2007	Snow removal and salt sidewalks for Ren Branch	\$980.00
26012	195	TRU-GREEN CHEMLAWN	3/12/2007	12 bags of icemelt to DeMotte Branch	\$120.00
26013	196	TYSEN'S COUNTRY GROCERY	3/12/2007	Supplies for after school program and bingo program	\$26.90
26014	197	ULTIMATE OFFICE	3/12/2007	10 Pocket Extension Kit	\$50.10
26015	198	UNIQUE MANAGEMENT SERVI	3/12/2007	Collections -Jan Initial & Secondary Placements	\$278.07
26016	199	USA TODAY	3/12/2007	Annual Subscription-Ren Branc (4/4/07-4/4/08)	\$156.00
26017	200	VISION SERVICE PLAN- (IN)	3/12/2007	VSP for 15 employees March-2007	\$155.70
26018	201	WALL STREET JOURNAL	3/12/2007	2 yr subscription payment-DeM to 5/11/09	\$395.00
26019	202	WAL-MART COMMUNITY BRC	3/12/2007	Batteries,Aquarium Supplies, Tape,storage Containers, Foams, DVDs	\$320.64
26020	203	YVONNE DEL VECCHIO	3/12/2007	Mileage-Walking Books	\$22.26
26021	204	ZIESE PLUMBING, HEATING, &	3/12/2007	Repaired 3 electric water coolers, water filter replacement, control flow valves, drain traps, repaired flush valves on mens urinals. Contract to repair floor in mech. Room	\$1,987.00
26022	205	PROQUEST INFORMATION & L	3/12/2007	Microfilm-Rens. Republican Newspaper(9/1/06 to 12/31/06) issues	\$73.71
26023	206	ALLIED WASTE SERVICES #71	3/9/2007	Trash Service for Wheatfield-March 2007	\$58.28
26024	207	ANTHEM BLUE CROSS BLUE S	3/9/2007	Health Insurance Premium -March '07	\$7,999.33
26025	208	ANTHEM LIFE	3/9/2007	Health Insurance Premium-24 employees, March 2007	\$95.39
26026	209	EDWARD YOUNG	3/9/2007	Courier Mileage, 2/16-2/28/07	\$261.90
26027	210	FIRST TRUST CREDIT UNION	3/9/2007	Direct Deposits W/Held from March 9, 07 Payroll - 9 employees	\$2,095.09
26032	211	GREAT-WEST RETIREMENT S	3/9/2007	Annuity W/held from March 9, 2007 Payroll - 8 participants	\$1,185.00
0	212	INDIANA DEPARTMENT OF RE	3/9/2007	EFT-State and County Tax Withheld March '07 Ref#76543 Verf Code 35	\$3,346.58
0	213	IRS USA TAXPAYMENT	3/9/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held March 9, '07, Ref #00162400	\$6,589.82
26029	214	TOWN OF DEMOTTE	3/9/2007	Sewer service, DeMotte Lib, Jan 2007	\$66.50
26030	215	INDIANA LIBRARY FEDERATIO	3/9/2007	ILF District 1 Conference: Engelmann, Poortenga, Kooy, & Cavinder	\$229.00
0	216	PAYROLL	3/9/2007	PAYROLL	\$31,493.36
26031	217	NIPSCO	3/9/2007	Wheatfield Utilities 2/1-3/2/07	\$1,992.69
26034	218	POSTMASTER	3/12/2007	Annual Post Office Box 16 Rental - DeMotte Lib.	\$70.00
26035	219	POSTMASTER GENERAL	3/12/2007	2000-39 cent stamps	\$780.00
26036	220	AFLAC	3/23/2007	March 2007 Supplemental Insurance-Woods & Molenaar	\$129.00
26037	221	CHICAGO TRIBUNE	3/23/2007	Subscription Renewal Dm. 3/19/07-9/16/07	\$117.00
26038	222	CITY OF RENSSELAER	3/23/2007	Rensselaer Utilities-2/07/07-3/8/07	\$3,775.12
26039	223	EDWARD YOUNG	3/23/2007	Courier Mileage, 3/1-3/15/07	\$320.10
26040	224	EMBARQ COMMUNICATIONS I	3/23/2007	Long Distance, 2/9/07-3/7/07-Rens, DeM., Wheatfield	\$137.74
26041	225	FIRST TRUST CREDIT UNION	3/23/2007	Direct Deposits W/Held from March 23, 07 Payroll - 9 employees	\$2,430.29
26042	226	GREAT-WEST RETIREMENT S	3/23/2007	Annuity W/held from March 23, 2007 Payroll - 8 participants	\$1,185.00
0	227	IRS USA TAXPAYMENT	3/23/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held March 23, '07, Ref #00651222	\$7,633.66
26043	228	NIPSCO	3/23/2007	Utilities-DeMotte Lib., 2/6/07-3/9/07	\$3,717.42
26044	229	TOWN OF WHEATFIELD SEW	3/23/2007	Sewer Services - Wheatfield Jan, Feb, March '07	\$169.95
0	230	PAYROLL	3/23/2007	PAYROLL	\$35,586.26
26045	231	ALLIED WASTE SERVICES #71	3/23/2007	Trash Removal Service @ Wh. Library April 2007	\$83.05

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$147,624.96

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, March 30, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$147,624.96

Date this 9th day of April, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

March 31, 2007

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,943.84	\$9,341.73
DeMotte	\$861.24	\$2,916.44		
Rensselaer	\$1,443.74	\$4,223.78		
Wheatfield	\$638.86	\$2,201.51		
PHOTOCOPIES:			\$904.10	\$2,508.48
DeMotte	\$363.50	\$949.55		
Rensselaer	\$304.80	\$924.23		
Wheatfield	\$235.80	\$634.70		
INTEREST:			\$1,259.05	\$7,566.24
Checking/Repurchase/Savings/CD's	\$1,259.05	\$7,566.24		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$249.64	\$249.64
Rebates/Refund	\$184.64	\$184.64		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$50.00		
Interfund Reimbursement	\$15.00	\$15.00		
Other Receipts	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Equipment Sales	\$0.00	\$0.00		
Telephone Refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$5,356.63	\$19,666.09
PLAC FUND:.....			\$0.00	\$30.00
GIFT FUNDS:			\$4,118.98	\$6,873.35
DeMotte	\$50.37	\$912.37		
Rensselaer	\$3,868.61	\$4,990.98		
Wheatfield	\$200.00	\$970.00		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$122.28	\$608.44
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$99.99	\$848.85
Interest Earned	\$99.99	\$848.85		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Refunds	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$1.66	\$552.67
Int. Earned(Chkg.,CD's,Escrow)	\$1.66	\$552.67		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$9,699.54	\$125,610.40

WITHHOLDING ACCOUNT FUNDS:

			\$24,374.65	\$76,695.07
FIT Tax Collected	\$4,450.60	\$15,730.44		
FICA Collected	\$4,905.26	\$15,716.50		
State Tax Collected	\$2,257.63	\$7,259.27		
County Tax Collected	\$867.40	\$2,810.65		
Deferred Comp Plan	\$2,370.00	\$6,837.64		
Pre-tax Insurance Plans	\$2,958.83	\$9,037.25		
Life Insurance	\$96.80	\$299.40		
PERF	\$1,680.39	\$5,438.40		
Garnishments	\$0.00	\$0.00		
Credit Union	\$4,525.38	\$13,055.00		
EIC	(\$37.64)	(\$89.48)		
Repayment	\$300.00	\$600.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$34,074.19	\$202,305.47

Voucher List**Jasper County Public Library****Report Date: From 4/1/2007 To 4/9/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25810	232	INDIANA DEPT. OF WORKFOR	4/2/2007	Correct A/P #13 Entry First Quarter Payment Unemployment Taxes	\$0.00
26046	233	ALLSOURCE TELECOM, LLC	4/9/2007	Repair phone at DeMotte. Ringing on wrong extension	\$110.00
26047	234	BAKER & TAYLOR	4/9/2007	Books, Continuations, AY	\$4,086.12
26048	235	BAKER & TAYLOR ENTERTAIN	4/9/2007	DVD's	\$25.85
26049	236	BARNES & NOBLE	4/9/2007	Books	\$71.75
26050	237	BLUETARP FINANCIAL, INC	4/9/2007	Vacuum Electrical Cord	\$22.99
26051	238	BOYCE FORMS/SYSTEMS	4/9/2007	Receipt Books	\$98.49
26052	239	CAMPBELL PRINTING COMPA	4/9/2007	Business Cards for Brenda Thompson & Generic	\$118.44
26053	240	CAPITAL ONE, F.S.B.	4/9/2007	Humidifier, filters, software, DVD cleaner supplies, Electronic Star Ipaper, craft supplies	\$409.94
26054	241	CAROLYNN DeVRIES	4/9/2007	Scrapbooking Materials for DeMotte Class	\$29.42
26055	242	CARRIAGE PAPER PRODUCT	4/9/2007	Receipt printer paper	\$192.84
26056	243	CHILD'S WORLD	4/9/2007	Books	\$379.90
26118	244	CULLIGAN	4/9/2007	Wh. Water Cooler Rental-March 2007 & Water	\$49.45
26058	245	DAVIDSON TITLES INC.	4/9/2007	Books	\$3,743.98
26059	246	DEMCO	4/9/2007	Subject labels, video cases, book jacket material, shelving, audio book cases	\$1,046.14
26060	247	DOCUMENTS TO U-MINITEX	4/9/2007	Lending fee	\$15.00
26061	248	ELLISON EDUCATIONAL EQUI	4/9/2007	Puzzle Diecut, Blades for DieCut and new pad	\$70.95
26062	249	EDUCATION NETWORKS OF A	4/9/2007	Internet Access - 3/1-3/31/07	\$300.00
26063	250	EVELYN BRISTOL	4/9/2007	Cork board, 2 magnetic boards	\$37.50
26064	251	DEMOTTE STATE BANK	4/9/2007	Deposit Slips for Wh. Lib.	\$8.00
26065	252	GA FOODS GROUP	4/9/2007	Expenses for Mgt Mtg, Film Group, & Afterschool Program	\$41.07
26066	253	GAIL JUNG	4/9/2007	Petty Cash-Ren Lib. Postage, Batteries, Paint Brushes	\$54.27
26067	254	GAIL JUNG	4/9/2007	Mileage and Expenses for Counterparts Mtg	\$73.66
26068	255	GLENDA BROWN	4/9/2007	Assistive Technology Mtg Expenses	\$21.34
26069	256	HISTORY EDUCATION	4/9/2007	DVD	\$57.90
26070	257	HP PRODUCTS CORP.	4/9/2007	Vacuum repairs, filters, & belt, mop, floor sealer, refund for floor sealer	\$131.93
26071	258	IHS - HISTORY MARKET	4/9/2007	Book	\$29.96
26072	259	INCOLSA	4/9/2007	ILL Transport Fees, Membership Dues, Dewey Decimal Wksp for Douthit, Molenaar & Woods	\$713.80
26073	260	INDIANA DEPARTMENT OF HO	4/9/2007	Annual Boiler Inspection - Rens & DeM	\$135.00
26074	261	INDIANA DEPT. OF WORKFOR	4/9/2007	State Unemployment Tax-1st quarter	\$2,059.02
26075	262	INGRAM	4/9/2007	Books	\$61.40
26076	263	INSPIRATIONAL DISTRIBUTOR	4/9/2007	Books	\$33.66
26077	264	JENNIFER L. DOUTHIT	4/9/2007	INCOLSA workshop expenses	\$5.60
26078	265	JILL TACHTIRIS	4/9/2007	Reference Counterparts Expenses	\$26.19
26079	266	KRISTINE L. HANKINS	4/9/2007	Excel Workshop Expenses	\$87.30
26080	267	LIBRARY VIDEO COMPANY	4/9/2007	DVDs	\$1,657.82
26081	268	PATTY STRINGFELLOW	4/9/2007	Mileage to Friends Mtg, Training Branch Mgr	\$64.02
26082	269	LINDA POORTENGA	4/9/2007	Mileage to ILF, Friends Mtg, and Br. Mgr Orientation	\$63.05
26083	270	LINDA THOMPSON	4/9/2007	Mileage Book Processing	\$10.67
26084	271	MIDWEST TAPE	4/9/2007	DVDs	\$119.93
26117	272	NANETTE SPEACHT	4/9/2007	Books	\$126.66
26086	273	OED OFFICE OF ENERGY & D	4/9/2007	2nd Quarter 2007 PFEED Payment	\$2,402.97
26087	274	PEGGY WOODS	4/9/2007	INCOLSA mileage and expenses	\$126.85
26088	275	PRECISION CONTROL SYSTE	4/9/2007	VAV malfunction repaired	\$955.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26089	276	QUILL CORPORATION	4/9/2007	Pens, HP Cartridge, Binders, HP 420N ext wty, credit on binder	\$312.72
26090	277	RACHAEL CAVINDER	4/9/2007	Mileage to District 1 mtg, Mgt Mtg	\$52.38
26091	278	RECORDED BOOKS, LLC	4/9/2007	Audiobooks	\$442.80
26092	279	RED WAGON	4/9/2007	Books	\$123.81
26093	280	RENEE CARR	4/9/2007	Telephone reimbursement	\$11.89
26094	281	RENSSELAER REPUBLICAN	4/9/2007	CPF Legal Ad -KV Post & RR	\$131.32
26095	282	ROURKE PUBLISHING GROUP	4/9/2007	Books	\$487.65
26096	283	S & S WORLDWIDE, INC	4/9/2007	Foam Sheets, Glitter, Wiggly Eyes, Construction Paper	\$175.34
26097	284	SCHNAIBLE SERVICE & SUPPL	4/9/2007	Multifold towels, gloves, toilet tissue, and paper towels	\$285.84
26098	285	SCHOLASTIC INC.	4/9/2007	Books	\$140.40
26099	286	SUE TOBIAS	4/9/2007	Mileage to Insurance Seminar	\$143.56
26100	287	SUSAN ENGELMANN	4/9/2007	Craft Supplies and Mileage for AV Shopping & District Mtg	\$109.08
26101	288	TESS HAMEL	4/9/2007	Mileage for Mkt Mtg	\$21.34
26102	289	THOMSON GALE	4/9/2007	Books	\$258.80
26103	290	TRU-GREEN CHEMLAWN	4/9/2007	6 Bags Ice melt	\$66.00
26104	291	THE TIMES	4/9/2007	Annual Subscription-Rens 5/1/07-6/1/08	\$221.00
26105	292	TOWN OF DEMOTTE	4/9/2007	Sewer service, DeMotte Lib, Feb 2007	\$66.50
26106	293	TOWN OF WHEATFIELD SEW	4/9/2007	Sewer Services - Wheatfield Apr '07	\$56.65
26107	294	TYSEN'S COUNTRY GROCERY	4/9/2007	Expenses for DeMotte Science Club	\$11.18
26108	295	U.S. TOY CO/CONSTRUCTIVE	4/9/2007	Smile Crayons for Kindergarten Roundup	\$34.75
26109	296	UNIQUE MANAGEMENT SERVI	4/9/2007	Collections -Feb Initial & Secondary Placements	\$208.46
26110	297	VISION SERVICE PLAN- (IN)	4/9/2007	VSP for 15 employees April-2007	\$146.94
26111	298	WAL-MART COMMUNITY BRC	4/9/2007	DVDs, Cleaning Products, Foamie, Felt, Copy Paper, Water, Fish	\$1,827.64
26112	299	YVONNE DEL VECCHIO	4/9/2007	Bingo Prizes, Contact Paper, Mileage for Walking Books, Asst Tech Mtg	\$48.02
0	300	ALLIANCE BANK	4/9/2007	Exchange Fee for Canadian Ck	\$0.76
26113	301	FACTS ON FILE	4/9/2007	Business Forms on File	\$346.68
26114	302	INDIANA STATE MUSEUM FOU	4/9/2007	Books	\$106.35
26115	303	MUSIC FOR LITTLE PEOPLE	4/9/2007	CDs	\$40.93
26119	304	INDIANA STATE LIBRARY	4/9/2007	PLAC Card Sale, 1st Qtr 2007	\$30.00
26120	305	PUBLIC EMPLOYEES' RETIRE	4/9/2007	First Qtr 2007 Employer/Employee Contributions	\$19,944.09

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>F6c Total</i>
<i>Total Amount of Claims</i>					\$45,729.21

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, April 05, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$45,729.21

Date this 9th day of April, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MAY

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 14, 2007, 7pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of April Board Meeting
Bills/Financial Reports

General Business

Director Salary 2008 (R15)	Action
Advanced Tax Draw Resolution (R15)	Action
PERF Resolution (R15)	Action
Correspondence (R15)	Information
Budget Workshop (R15)	Information
2007 Revenue (R15-R16)	Information

Director's Report (R15-R19)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

April 9, 2007
Rensselaer Library

Present: Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Joan Fl
Susan Deardorff, Patricia Stringfellow, Gail Jung, and Sheila Maxwell.

Absent: Michael Crawford

Agenda & Consent Agenda Approval: S. Deardorff moved, seconded b
the Agenda and Consent Agenda items, Minutes of the March 12th Board
and financial reports, Salary Ordinance Update, & FMLA Policy, Audiovi
Policy, and VHS & DVD Policy revisions. Motion passed unanimously.

Corrected at
June 2007
mtg
See Tech Plan (pg. 2)
of minutes.

Technical Services & System Administration Annual Reports: A written report was submitted in
the absence of the Technical Services Librarian for the board's review.

Sheila Maxwell, System Administrator, gave an excellent review of the past year's activities, acknowledging how valuable her assistant Michelle has been. She has updated numerous procedures, trained staff on new technologies, hid Geocaches at all three libraries, prepared PC's for sale, and authors the staff newsletter. They have participated in webinars and attended a variety of seminars. These were very enlightening in learning about new technologies, blogs and wikis, spyware, risk assessment, disaster preparation, BluRay formats, etc. Sheila reported on the creation of the library's own 'myspace.com page, the purchase of 'engaged patrons' (online meeting patron registration), the implementation of multi-use pc's and PC Cop for patrons, wireless capabilities at all three libraries, installation of Help Desk software for staff, the simplified method to back-up servers, the replacing of our Gates (game) pc's, acquiring USF funds to pay for all Internet connections, purchasing a few Dell VISTA and Office 2007, installing A+ software at the request of KV Schools, and assisting with self-checkout grant. In 2007 she anticipates upgrading TLC server or pursuing a host server, installing self-checkout if we get a grant, changing from Novell to a Windows server environment including switching to MS Outlook (email), upgrading data line connection at branches this June, and install software on new microfiche/microfilm pc. They will also need to completely overhaul procedures as a result of the windows server conversion and emailing.

Director's Evaluation: With the resignation of M. Crawford, the newly appointed chairman of the Evaluation Committee, N. Waling will be compiling the evaluation results. Deadline for submitting the director evaluation forms are May 5, 2007. Board members should mail forms directly to Natalie.

Building Insurance: The library's insurance policy with Ohio Casualty Group expires April 15, 2007. Three agencies submitted bids from several insurance companies. The board considered competitive quotes from Ohio Casualty and Indiana Farmers. Indiana Farmers cited several exceptions to the bid specifications. Both quotes also included 'extras' to the specs. The library director provided a brief explanation of these to the board. After careful consideration, a motion was made by A-M Egan, seconded by J. Floyd, to accept the quote from Ohio Casualty Group and Alternate #3 as submitted by Consolidated Insurance Agency. Motion passed 4-1.

2005-07 Technology Plan Progress Report: S. Deardorff moved, seconded by N. Waling, to accept and approve the progress on our 2005-07 Technology Plan. Motion passed.

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

April 9, 2007
Rensselaer Library

Present: Mari Anne Saylor, Timothy Schultz Jr., Anne-Marie Egan, Joan Floyd, Natalie Waling, Susan Deardorff, Patricia Stringfellow, Gail Jung, and Sheila Maxwell.

Absent: Michael Crawford

Agenda & Consent Agenda Approval: S. Deardorff moved, seconded by A-M Egan, to approve the Agenda and Consent Agenda items, Minutes of the March 12th Board Meeting, March bills and financial reports, Salary Ordinance Update, & FMLA Policy, Audiovisual Equipment Loan Policy, and VHS & DVD Policy revisions. Motion passed unanimously.

Technical Services & System Administration Annual Reports: A written report was submitted in the absence of the Technical Services Librarian for the board's review.

Sheila Maxwell, System Administrator, gave an excellent review of the past year's activities, acknowledging how valuable her assistant Michelle has been. She has updated numerous procedures, trained staff on new technologies, hid Geocaches at all three libraries, prepared PC's for sale, and authors the staff newsletter. They have participated in webinars and attended a variety of seminars. These were very enlightening in learning about new technologies, blogs and wikis, spyware, risk assessment, disaster preparation, BluRay formats, etc. Sheila reported on the creation of the library's own 'myspace.com page, the purchase of 'engaged patrons' (online meeting patron registration), the implementation of multi-use pc's and PC Cop for patrons, wireless capabilities at all three libraries, installation of Help Desk software for staff, the simplified method to back-up servers, the replacing of our Gates (game) pc's, acquiring USF funds to pay for all Internet connections, purchasing a few Dell VISTA and Office 2007, installing A+ software at the request of KV Schools, and assisting with self-checkout grant. In 2007 she anticipates upgrading TLC server or pursuing a host server, installing self-checkout if we get a grant, changing from Novell to a Windows server environment including switching to MS Outlook (email), upgrading data line connection at branches this June, and install software on new microfiche/microfilm pc. They will also need to completely overhaul procedures as a result of the windows server conversion and emailing.

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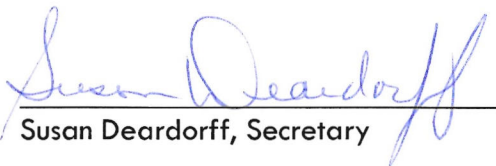
2005-07 Technology Plan Progress Report: S. Deardorff moved, seconded by N. Waling, to accept and approve the progress on our 2005-07 Technology Plan. Motion passed.

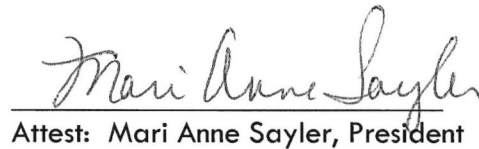
7/1/08-6/30/11 Technology Plan: As we re-evaluated future technologies for the library, several revisions and updates to the original plan were noted as well as changes to the timeline. S. Deardorff made a motion to approve the 7/1/08-6/30/11 Technology Plan. A-M Egan seconded the motion. Motion passed unanimously.

Advanced Tax Draw: Problems with Jasper County's 2006 database conversion have caused a slowdown in providing the assessed valuations and completion of trending figures to the DLGF. This means that the tax distributions will be delayed this year. On a motion by N. Waling, second by A-M Egan, the board approved a resolution for an advanced draw. Motion passed unanimously. This will allow the library to receive tax money as soon as it is available for distribution by the Auditor.

Library Director's Comments: Monies have been received for the new Microfiche/Microfilm machines. Machines were ordered and have arrived. They will be installed later this month. Brenda Thompson, DeMotte Branch Librarian, has settled into her new role. CPF Plan was approved by County Council and shall be sent to the Department of Local Government Finance soon.

With no further business, the meeting adjourned at 8:20 PM on a motion by A-M Egan, seconded by S. Deardorff.


Susan Deardorff, Secretary


Attest: Mari Anne Sayler, President

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

April 9, 2007
Rensselaer Library

Present: Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Joan Floyd, Natalie Waling, Susan Deardorff, Patricia Stringfellow, Gail Jung, and Sheila Maxwell.

Absent: Michael Crawford

Agenda & Consent Agenda Approval: S. Deardorff moved, seconded by A-M Egan, to approve the Agenda and Consent Agenda items, Minutes of the March 12th Board Meeting, March bills and financial reports, Salary Ordinance Update, & FMLA Policy, Audiovisual Equipment Loan Policy, and VHS & DVD Policy revisions. Motion passed unanimously.

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Director's Evaluation: With the resignation of M. Crawford, the newly appointed chairman of the Evaluation Committee, N. Waling will be compiling the evaluation results. Deadline for submitting the director evaluation forms are May 5, 2007. Board members should mail forms directly to Natalie.

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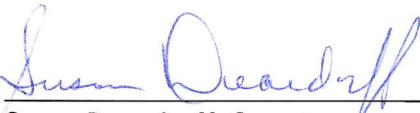
2005-07 Technology Plan Progress Report: S. Deardorff moved, seconded by N. Waling, to accept and approve the progress on our 2005-07 Technology Plan. Motion passed.

2008-10 Technology Plan: As we re-evaluated future technologies for the library, several revisions and updates to the original plan were noted as well as changes to the timeline. S. Deardorff made a motion to approve the 2008-10 Technology Plan. A-M Egan seconded the motion. Motion passed unanimously.

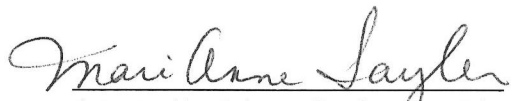
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With no further business, the meeting adjourned at 8:20 PM on a motion by A-M Egan, seconded by S. Deardorff.



Susan Deardorff, Secretary



Attest: Mari Anne Sayler, President

CIRCULATION BY HOLDINGS CODE
April 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	9			9
Award Winner JFIC (DAJFIC)	21			21
Award Winner JNF (DAJNF)	1			1
Award Winner JPFIC (DAJBPF)	2			2
Award Winner YAFIC (DAYAF)	3	1		4
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	37	9	4	50
Books on CD (DBKCD)	105	3	3	111
Books on Tape (DBKT)	44	3	2	49
Compact Disc (DCD)	421	13	4	438
DVD (DDVD)	1012	21	6	1039
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	46			46
Fiction (DFIC)	1044	49	25	1118
Fiction Fantasy (DFICF)	11	1	3	15
Fiction Mystery (DFICM)	257	9	5	271
Fiction Science Fiction (DFICSF)	5	1		6
Fiction Western (DFICW)	24			24
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Graphic Novels (DGN)				0
Hanging Bags (DHANG)				0
ILL (DILL)	65	6		71
Internet (DINTER)	1026			1026
Juv. Biography (DJBIO)	18	2	1	21
Juv. Book on CD (DJBKCD)	12			12
Juv. Book on Tape (DJBKT)	33	3		36
Juv. Compact Disc (DJCD)	22		1	23
Juvenile Easy (DJE)	538	18	2	558
Juv. Easy Reader (DJER)	252	1		253
Juv. Fiction (DJFIC)	244	8	13	265
Juv. Holiday books (DJHOL)	10	4		14
Juv. Magazine (DJMAG)	67			67
Juv. Music Cassette (DJMC)				0
Juv. Nonfiction (DJNF)	380	9	4	393
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)				0
Juv. Professional Coll. (DJPRO)				0
Juv. Reference (DJREF)				0
Juv. Toddler (DJTOD)	109	1		110
Large Print Fiction (DLPF)	89	5		94
Large Print Nonfic (DLPNF)	2			2
Magazine (DMAG)	808	3	14	825
Music Cassette (DMCAS)				0
Nonfiction DVD (DNFDVD)	24	2		26

Nonfiction (DNFIC)	907	49	25	981
Nonfiction VHS (DNFVHS)	27			27
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)				0
Parent Shelf Juv. NF (DPSJNF)	5	1	1	7
Parent Shelf Ref (DPREF)				0
Reference (DREF)	1			1
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)				0
Spanish Collection (DSPA)	31			31
Software (DSWAR)	57			57
Vertical File (DVF)	23			23
VHS (DVHS)	361	6		367
YA Biography (DYAB)	1			1
YA Books on CD (DYABKCD)				0
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	73			73
YA Nonfiction (DYANF)	27			27
YA Paperback Fic (DYAPBF)	83		1	84
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)				0
Award Winner JFIC (RAJFIC)		2		2
Biography (RBIO)	3	63	2	68
Books on CD (RBKCD)	4	196	1	201
Books on Tape (RBKT)		107		107
Compact Disc (RCD)	18	414	7	439
DVD (RDVD)	10	2285	3	2298
Equipment (REQP)		24		24
See librarian (RERR)				0
Express Book (REXP)		59		59
Fiction (RFIC)	28	1178	18	1224
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Graphic Novels (RGN)		32		32
Hanging Bag (RHANG)		28	7	35
ILL (RILL)	1	66		67
Internet (RINTER)		2004		2004
Juv. Biography (RJBIO)		25		25
Juv. Book on CD (RJBKCD)		5	1	6
Juv. Book on Tape (RJBKT)		20	2	22
Juv. Compact Disc (RJCD)	2	37		39
Juvenile Easy (RJE)	5	790	10	805
Juv. Easy Reader (RJER)		204	5	209
Juv. Fiction (RJFIC)	24	401	8	433
Juv. Magazine (RJMAG)		13		13
Juv. Music Cassette (RJMC)				0
Juv. Nonfiction (RJNF)	18	628	23	669
Juv. Paperback fic (RJPBF)				0
Juv. Professional Coll. (RJPRO)				0
Juv. Reference (RJREF)				0

Juv. Toddler (RJTOD)		138		138
Large Print Fiction (RLPF)	6	141	3	150
Large Print Nonfic (RLPNF)		13		13
Magazine (RMAG)	2	236	2	240
Music Cassette (RMCAS)				0
Nonfiction DVD (RNFDVD)	1	32		33
Nonfiction (RNFIC)	43	928	34	1005
Nonfiction VHS (RNFVHS)	1	96	2	99
Professional Coll. (RPRO)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		29		29
Software (RSWAR)	2	57		59
Vertical File (RVF)		4		4
VHS (RVHS)	3	624	1	628
YA Biography (RYAB)		5		5
YA Books on CD (RYABKCD)		4		4
YA Books on Tape (RYABKT)	1	2		3
YA Fiction (RYAF)	6	141		147
YA Nonfiction (RYANF)	2	42		44
YA Paperback Fic (RYAPBF)				0
Award Winner JE (WAJE)				0
Biography (WBIO)	5	5	22	32
Books on CD (WBKCD)	2	14	116	132
Books on Tape (WBKT)		2	19	21
Compact Disc (WCD)	20	13	252	285
DVD (WDVD)	9	9	1194	1212
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			24	24
Fiction (WFIC)	71	38	606	715
Fiction Fantasy (WFICF)		2	12	14
Fiction Mystery (WFICM)	8	4	131	143
Fiction Science Fiction (WFICSF)		2	18	20
Fiction Western (WFICW)	2	2	4	8
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Graphic Novels (WGN)				0
Hanging Bags (WHANG)				0
ILL (WILL)		3	27	30
Internet (WINTER)			893	893
Juv. Biography (WJBIO)			2	2
Juv. Book on CD (WJBKCD)		1	14	15
Juv. Book on Tape (WJBKT)	1		15	16
Juv. Compact Disc (WJCD)	1	1	28	30
Juvenile Easy (WJE)	17	19	469	505
Juv. Easy Reader (WJER)	4		160	164
Juv. Fiction (WJFIC)	11	4	210	225
Juv. Magazine (WJMAG)			34	34
Juv. Music Cassette (WJMC)				0

Juv. Nonfiction (WJNF)	24	8	256	288
Juv. Paperback fic (WJPBF)				0
Juv. Professional Coll. (WJPRO)				0
Juv. Reference (WJREF)			6	6
Juv. Toddler (WJTOD)	2	2	147	151
Large Print Fiction (WLPF)	6	2	59	67
Large Print Nonfic (WLPNF)			3	3
Magazine (WMAG)	1	6	259	266
Nonfiction DVD (WNFDVD)		1	38	39
Nonfiction (WNFIC)	23	17	405	445
Nonfiction VHS (WNFVHS)			24	24
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			4	4
Software (WSWAR)			53	53
Vertical File (WVF)			9	9
VHS (WVHS)	2	1	333	336
YA Biography (WYAB)			1	1
YA Books on CD (WYABKCD)		2		2
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	6	10	68	84
YA Nonfiction (WYANF)	3	7	17	27
YA Paperback Fic (WYAPBF)				0
TOTAL	8735	11476	6175	26386

CIRCULATION BY HOLDINGS CODE
April 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	9	0	0	9
Award Winner JFIC (AJFIC)	21	0	0	21
Award Winner JNF (AJNF)	1	0	0	1
Award Winner JPFIC (AJPF)	2	0	0	2
Award Winner YAFIC (AYAF)	3	1	0	4
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	45	77	28	150
Books on CD (BKCD)	111	213	120	444
Books on Tape (BKT)	44	114	21	179
Compact Disc (CD)	459	440	263	1162
DVD (DVD)	1031	2315	1203	4549
Equipment (EQP)	0	24	0	24
See librarian (ERR)	0	0	0	0
Express Book (EXP)	46	59	24	129
Fiction (FIC)	1143	1265	649	3057
Fiction Fantasy (FICF)	11	3	15	29
Fiction Mystery (FICM)	257	13	27	297

Fiction Science Fiction (FICSF)	5	3	18	26
Fiction Western (FICW)	26	2	4	32
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	0	32	0	32
Hanging Bags (HANG)	0	28	7	35
ILL (ILL)	66	75	27	168
Internet (INTR)	1026	2004	893	3923
Juv. Biography (JBIO)	18	27	3	48
Juv. Book on CD (JBCD)	12	6	15	33
Juv. Book on Tape (JBKT)	34	23	17	74
Juv. Compact Disc (JCD)	25	38	29	92
Juvenile Easy (JE)	560	827	481	1868
Juv. Easy Reader (JER)	256	205	165	626
Juv. Fiction (JFIC)	279	413	231	923
Juv. Holiday (JHOL)	10	4	0	14
Juv. Magazine (JMAG)	67	13	34	114
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	422	645	283	1350
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	6	6
Juv. Toddler (JTOD)	111	141	147	399
Large Print Fiction (LPF)	101	148	62	311
Large Print Nonfic (LPNF)	2	13	3	18
Magazine (MAG)	811	245	275	1331
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	973	994	464	2431
Nonfiction VHS (NFVH)	28	96	26	150
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	5	1	1	7
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	48	49	22	119
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	31	29	4	64
Software (SWAR)	59	57	53	169
Vertical File (VF)	23	4	9	36
VHS	366	631	334	1331
YA Biography (YAB)	1	5	1	7
YA Books on CD (YABKCD)	0	6	0	6
YA Books on Tape (YABKT)	1	2	0	3
YA Fiction (YAF)	85	151	68	304
YA Nonfiction (YANF)	32	49	17	98
YA Paperback Fic (YAPBF)	83	0	1	84
				0
Free reads	297	369	172	838
Games/Puzzles		6		6
Talking books				0

Assignment Shelf Books

TOTAL	9046	11865	6222	27133
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0

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1587	1841	907	4335
Nonfiction	1099	1162	521	2782
CHILDREN'S BOOKS				
Fiction	1127	1445	877	3449
Nonfiction	456	677	293	1426
YA BOOKS				
Fiction	171	184	69	424
Nonfiction	33	54	18	105
Magazines, Adult	811	245	275	1331
Magazines, Children	67	13	34	114
Sound Recordings, adult	615	775	404	1794
Sound Recordings, ch	71	95	68	234
Online databases	0	0	0	0
Software	59	57	53	169
Vertical file	23	4	9	36
VHS/DVD	1425	3042	1563	6030
Equipment	0	24	0	24
Total	7544	9618	5091	22253
A-V Circulation	2170	3969	2088	8227
A-V Circulation as % of total	28.8%	41.3%	41.0%	37.0%

April 2007

DEMOTTE

WHEATFIELD

Added	Withdrew	Circu-
Vols.	Vols.	lation

**Total
Circ.**

[illegible]

Fiction	103	0	1,587	62	80	1,841	82	0	907	4,335
Nonfiction	79	30	1,099	114	247	1,162	43	23	521	2,782

Fiction	13	21	1,127	63	271	1,445	66	0	877	3,449
Nonfiction	11	3	456	25	6	677	19	3	293	1,426

Fiction	1	0	171	19	10	184	11	0	69	424
Nonfiction	0	0	33	1	11	54	1	0	18	105

Magazines,Adult	811	245	275	1,331
Magazines, Child	67	13	34	114

Games, Toys	0
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Sound Rec/Adult	26	2	615	52	21	775	33	2	404	1,794
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Sound Rec/Child	13	1	71	10	1	95	34	0	68	234
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[illegible]

Software	5	0	59	2	0	57	10	1	53	169
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Vertical Files	0	0	23	0	0	4	0	0	9	36
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VHS/DVD	31	0	1.425	108	5	3.042	67	66	1.563	6.030
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Equipment	0	24	0	24
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TOTAL	282	57	7,544	456	652	9,618	366	95	5,091	22,253
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DEMOTTE

WHEATFIELD

Total Materials Owned	61,391	58,433	37,756
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Circulation Increase/Decrease	-5.6%	14.6%	-8.6%
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[illegible]

2006

2007

% change

Current month's Circulation	21,953	22,253	1.4%
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Jan. to date circulation	97,877	95,271	-2.7%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
15,858	15,961	11,856	11,838	10,345	10,427
16,179	16,228	19,933	19,800	8,827	8,847
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
12,109	12,101	10,948	10,740	7,813	7,879
9,014	9,022	6,283	6,302	4,308	4,324
					Fiction
					Nonfiction
					YA BOOKS
2,062	2,063	1,953	1,962	1,533	1,544
398	398	36	26	127	128
					Fiction
					Nonfiction
				0	0
					Magazines,Adult
				0	0
					Magazines, Child
0	0	20	20	0	0
					Games, Toys
2,169	2,193	2,764	2,795	2,258	2,289
484	496	435	444	402	436
					Sound Rec/Adult
25	25	16	16	1	1
					Sound Rec/Child
314	319	402	404	124	133
					Online Databases
3	3				Software
					Vertical Files
2,432	2,463	3,841	3,944	1,690	1,691
					VHS/DVD
119	119	142	142	57	57
					Equipment
61,166	61,391	58,629	58,433	37,485	37,756
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
April 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	161	35	231	50	221	48	613	133
LOCAL HISTORY								
In person	3	1	30	9		0	33	9
Letters written	0	0	6	6		0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1026	43	2004	84	893	37	3923	163
Computer software used	124	10	149	12	83	7	356	30
VCR Use	0	0	0	0	1	0	1	0
Microforms	9	1	16	2		0	25	3
CD ROM/Online databases	82	7	259	22	42	4	383	32
Typewriter use	1	0	0	0	2	0	3	0
Other equipment used	1	0	2	1		0	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	10	7	2	1		0	12	8
Notarized documents	14	4	2	1	2	1	18	5
Meeting Room Use (no. of group)	82	27	32	11	32	11	146	49
Study room use	0	0	36	3	22	2	58	5
Proctoring	0	0		0		0	0	0
Tax Forms distributed		0	29	0		0	29	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	76		394		200		670	
WIRELESS USE via patron owned pcs	2		21		16		39	
INTERLIBRARY LOANS								
Requests made for:	40	10	39	10	11	3	90	23
Items rec'd for:	47	24	49	25	22	11	118	59
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

0

REGISTRATIONS

Total Borrowers	7674	8066	3947	
Non-resident, paying	1	8	0	
PLAC card users	0	1	0	
Reciprocal borrowers	415	344	71	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	8	48	17	102	10	60	35	210
Number attending	341		180		249		770	
YA Programs (14-17)	2	12	3	18	0	0	5	30
Number attending	53		459		0		512	
Adult Programs	3	18	3	18	0	0	6	36
Number attending	110		113		111		334	
Senior Citizen Programs	6	36	5	30	1	6	12	72
Number attending	70		53		6		129	
Total Number of Programs	19	114	28	168	11	66	58	348
Total Persons Attending	574		805		366		1745	
Total Attending Same Month Last	604		490		314		1408	
Total Staff Hours Spent		282		403		188	874	874
Total Number of In-House Program	9		24		11		44	
Total Attendance	325		261		366		952	
Total Number of Outreach Program	10		4		0		14	
Total Attendance	249		544		0		793	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6146	76.9%	6937	70.4%	4345	79.7%	17428	74.8%
Corporate	1	0.0%	68	0.7%	0	0.0%	69	0.3%
Juvenile 0-11	407	5.1%	638	6.5%	259	4.7%	1304	5.6%
Juvenile-AV	107	1.3%	385	3.9%	228	4.2%	720	3.1%
Nonresident No Fee	38	0.5%	167	1.7%	46	0.8%	251	1.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	405	5.1%	312	3.2%	77	1.4%	794	3.4%
Reciprocal Juvenile	10	0.1%	37	0.4%	0	0.0%	47	0.2%
Reciprocal Juvenile AV	2	0.0%	76	0.8%	2	0.0%	80	0.3%
Reciprocal YA	22	0.3%	7	0.1%	0	0.0%	29	0.1%
Reciprocal YA AV	0	0.0%	60	0.6%	0	0.0%	60	0.3%
School	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	129	1.3%	0	0.0%	129	0.6%
Staff	440	5.5%	449	4.6%	402	7.4%	1291	5.5%
Walking books	65	0.8%	54	0.5%	0	0.0%	119	0.5%
YA 12-17	102	1.3%	82	0.8%	21	0.4%	205	3.2%
YA-AV	243	3.0%	439	4.5%	74	1.4%	756	3.2%
Total	7988		9847		5454		23289	

All items borrowed by nonresidents

477 6.0%

795 8.1%

125 2.3%

1397 6.0%

**A Resolution Authorizing An Agent
To Accept Pension Liability
On Behalf of Jasper County Public Library**

Account Number

1546

RESOLVED: that PATRICIA STRINGFELLOW and/or GAIL JUNG and/or SUE TOBIAS, Director, Business Manager, and Assistant to the Business Manager, respectively, of the Jasper County Public Library be, and hereby is, fully authorized and empowered to act on behalf of and in the name of the JASPER COUNTY PUBLIC LIBRARY as its agent to accept pension liability, pursuant to I.C. 5-10.2 - 3-1 and further to execute and deliver documents related to the Public Employees' Retirement Fund of Indiana. This resolution will remain in full force and effect until modified or rescinded by subsequent resolution and receipt thereof in writing by the Executive Secretary of PERF.

Adopted this 14th day of May, 2007.

Signatures of Governing Body:

Susan Quanderff
Natalie Waling
Renee Marie Egan
Mari Anne Saylor
Jean A. Elmer
Timothy V. Schultz

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 14th DAY OF May, 2007.

NAY

AYE

Susan Deardoff
Natalie Waling
Quinn Marie Egan
Mari Anne Sayler
Jean A. Floyd
Imothy Schultz

ATTEST:

Susan Deardoff

Secretary of the Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

F1

April 30, 2007

	Beginning 2007 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$774,978.83	\$132,698.77	\$505,855.91	\$9,415.11	\$29,081.20	\$298,204.12
Includes Investments of: \$0.00						
Public Library Access Card Fund	\$31.00	\$30.00	\$61.00	\$0.00	\$30.00	\$0.00
Gift Fund	\$7,588.25	\$101.05	\$380.56	\$7,122.99	\$13,996.34	\$21,204.03
DeMotte	\$1,222.51	\$43.50	\$91.18	\$5,576.00	\$6,488.37	\$7,619.70
Rensselaer	\$5,656.46	\$57.55	\$257.89	\$1,307.49	\$6,298.47	\$11,697.04
Wheatfield	\$709.28	\$0.00	\$31.49	\$239.50	\$1,209.50	\$1,887.29
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$129.98	\$738.42	\$144,654.98
Includes Investments of: \$100,000						
Bond & Interest Redemption Fund	\$58,574.44	\$0.00	\$55,315.00	\$0.00	\$0.00	\$3,259.44
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$300.00	\$1,264.00	\$0.00	\$0.00	\$1,471.97
Capital Projects Fund	\$156,035.66	\$119.98	\$3,333.32	\$1,943.07	\$2,791.92	\$155,494.26
Includes Investments of: \$0						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$0.00	\$0.00	\$0.00	\$15,994.22
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$0.00	\$358.96	\$1.14	\$553.81	\$195,432.79
Includes Investments of \$175,000						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,345.09	\$21,075.53	\$5,345.09	\$21,075.53	\$0.00
FICA Tax Collected	\$0.00	\$5,383.21	\$21,099.71	\$5,383.21	\$21,099.71	\$0.00
State Tax Collected	\$2,504.39	\$2,257.63	\$9,763.66	\$2,479.22	\$9,738.49	\$2,479.22
County Tax Collected	\$955.16	\$867.40	\$3,765.76	\$931.53	\$3,742.18	\$931.58
Deferred Comp.	\$0.00	\$2,395.00	\$9,232.64	\$2,395.00	\$9,232.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$2,958.83	\$12,009.36	\$2,958.83	\$11,996.08	(\$1.79)
Employee Life Insur.	\$0.00	\$135.80	\$435.20	\$135.80	\$435.20	\$0.00
Employee P.E.R.F.	\$5,967.65	\$5,438.40	\$11,405.65	\$1,962.50	\$7,400.90	\$1,962.90
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$4,766.55	\$17,821.55	\$4,766.55	\$17,821.55	\$0.00
EIC	\$0.00	(\$25.92)	(\$115.40)	(\$25.92)	(\$115.40)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$900.00	\$900.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$162,771.79	\$673,062.41	\$45,244.10	\$247,549.57	\$969,991.72

Bank Balances
Jasper County Public Library
Report as of: 4/30/2007

<i>Bank</i>		
1	Alliance Bank	\$610,376.14
2	Demotte State Bank	\$19,317.81
3	Alliance Bank-LIRF Acct	\$44,654.98
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$20,432.79
7	Kentland Banking Ctr- OPER CD#400039636	\$0.00
8	Kentland Banking Ctr-CPF CD#400039635	\$0.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$100,000.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$175,000.00
<i>Total all banks =</i>		<i>\$969,991.72</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTME 3 - 2007

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
5/5/2007	400039737	Kentland Bank	120 days	\$175,000	5.271%	CONSTRUCTION	1/5/2007		
7/4/2007	400039738	Kentland Bank	180 days	\$100,000	5.271%	LIRF	1/5/2007		

CLOSED INVESTMENTS:

4/6/2007	400039736	Kentland Bank	91 days	\$350,000	5.271%	OPERATING	1/5/2007	\$4,599.49	
4/6/2007	400039735	Kentland Bank	91 days	\$125,000	5.271%	CPF	1/5/2007	\$1,642.67	

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 4/1/2007 To 4/30/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$16,420.76	\$33,499.24	32.9
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$65,020.52	\$255,284.46	\$578,810.54	30.6
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$4,187.86	\$16,104.98	\$35,934.02	30.9
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,383.21	\$21,099.71	\$41,416.29	33.8
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$2,484.46	\$2,484.46	\$2,623.54	48.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$14,505.69	\$26,991.09	\$36,898.91	42.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$4,875.79	\$21,547.99	\$64,934.01	24.9
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$100,577.67	\$359,933.45	\$794,216.55	31.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$98.49	\$729.42	\$130.58	84.8
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$0.00	\$254.00	\$421.00	37.6
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$548.08	\$3,702.08	\$6,297.92	37.0
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$342.36	\$1,223.62	\$3,026.38	28.8
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$186.76	\$1,888.70	\$2,611.30	42.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$105.83	\$1,144.17	8.5
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$22.99	\$71.26	\$228.74	23.8
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$1,309.19	\$4,226.57	\$6,768.13	38.4
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$34.75	\$34.75	\$65.25	34.8
Subtotal	\$32,385.00	\$644.70	\$33,029.70	\$2,542.62	\$12,236.23	\$20,793.47	37.0
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$0.00	\$1,166.50	(\$866.50)	388.8
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$0.00	\$1,114.00	\$11,686.00	8.7
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$261.91	\$905.16	\$5,094.84	15.1
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$44.14	\$2,124.84	\$3,675.16	36.6
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$1,360.82	\$4,191.89	\$10,808.11	27.9
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$70.00	\$8,970.00	\$237.20	\$1,381.34	\$7,588.66	15.4
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$427.55	\$578.00	\$1,022.00	36.1
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$0.00	\$96.00	\$12,584.00	0.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$131.32	\$375.27	\$1,424.73	20.8
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$0.00	\$341.81	\$779.89	30.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$150.00	\$50.00	75.0
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$843.00	\$2,462.00	\$29,738.00	7.6
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$2,156.98	\$14,496.36	\$35,503.64	29.0
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$4,952.26	\$18,037.51	\$41,962.49	30.1
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$103.35	\$323.40	\$826.60	28.1
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$306.91	\$1,288.63	\$2,311.37	35.8
3.61 BUILDING & STRUCTURES	\$65,137.00	\$0.00	\$65,137.00	\$3,493.47	\$17,439.81	\$47,697.19	26.8
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$110.00	\$110.00	\$590.00	15.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$159.80	\$90.20	63.9
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$150.00	\$1,847.95	\$414.05	81.7
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$0.00	\$275.00	0.0
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$15.00	\$115.00	\$15.00	\$15.00	\$100.00	13.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$592.26	\$6,743.88	\$58,688.12	10.3
Subtotal	\$377,207.00	\$431.70	\$377,638.70	\$15,196.12	\$75,349.15	\$302,289.55	20.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$501.46	\$1,620.61	\$9,643.93	14.4
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$9,471.10	\$34,113.18	\$109,886.82	23.7
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$418.60	\$1,852.96	\$19,847.04	8.5
4.53 NONPRINTED MATERIALS	\$70,000.00	\$359.24	\$70,359.24	\$3,991.20	\$20,750.33	\$49,608.91	29.5
Subtotal	\$246,190.00	\$1,133.78	\$247,323.78	\$14,382.36	\$58,337.08	\$188,986.70	23.6
Grand Total	\$1,809,932.00	\$2,210.18	\$1,812,142.18	\$132,698.77	\$505,855.91	\$1,306,286.27	27.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06-Demco PO #7274
3/23/2007	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$70.00	Refund/Reimbursement Kalamazoo PL A/P #151
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06-Janway PO#7278-Rev
4/2/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$15.00	University of Minn. Reimbursement-A/P #247
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06-Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06-Wal-Mart purchase#014133

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$2,210.18

Voucher List**Jasper County Public Library****Report Date: From 4/1/2007 To 4/27/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25810	232	INDIANA DEPT. OF WORKFOR	4/2/2007	Correct A/P #13 Entry First Quarter Payment Unemployment Taxes	\$0.00
26046	233	ALLSOURCE TELECOM, LLC	4/9/2007	Repair phone at DeMotte. Ringing on wrong extension	\$110.00
26047	234	BAKER & TAYLOR	4/9/2007	Books, Continuations, AY	\$4,086.12
26048	235	BAKER & TAYLOR ENTERTAIN	4/9/2007	DVD's	\$25.85
26049	236	BARNES & NOBLE	4/9/2007	Books	\$71.75
26050	237	BLUETARP FINANCIAL, INC	4/9/2007	Vacuum Electrical Cord	\$22.99
26051	238	BOYCE FORMS/SYSTEMS	4/9/2007	Receipt Books	\$98.49
26052	239	CAMPBELL PRINTING COMPA	4/9/2007	Business Cards for Brenda Thompson & Generic	\$118.44
26053	240	CAPITAL ONE, F.S.B.	4/9/2007	Humidifier, filters, software, DVD cleaner supplies, Electronic Star lpaper, craft supplies	\$409.94
26054	241	CAROLYNN DeVRIES	4/9/2007	Scrapbooking Materials for DeMotte Class	\$29.42
26055	242	CARRIAGE PAPER PRODUCT	4/9/2007	Receipt printer paper	\$192.84
26056	243	CHILD'S WORLD	4/9/2007	Books	\$379.90
26118	244	CULLIGAN	4/9/2007	Wh. Water Cooler Rental-March 2007 & Water	\$49.45
26058	245	DAVIDSON TITLES INC.	4/9/2007	Books	\$3,743.98
26059	246	DEMCO	4/9/2007	Subject labels, video cases, book jacket material, shelving, audio book cases	\$1,046.14
26060	247	DOCUMENTS TO U-MINITEX	4/9/2007	Lending fee	\$15.00
26061	248	ELLISON EDUCATIONAL EQUI	4/9/2007	Puzzle Diecut, Blades for DieCut and new pad	\$70.95
26062	249	EDUCATION NETWORKS OF A	4/9/2007	Internet Access - 3/1-3/31/07	\$300.00
26063	250	EVELYN BRISTOL	4/9/2007	Cork board, 2 magnetic boards	\$37.50
0	251	DEMOTTE STATE BANK	4/9/2007	Deposit Slips for Wh. Lib.	\$8.00
26065	252	GA FOODS GROUP	4/9/2007	Expenses for Mgt Mtg, Film Group, & Afterschool Program	\$41.07
26066	253	GAIL JUNG	4/9/2007	Petty Cash-Ren Lib. Postage, Batteries, Paint Brushes	\$54.27
26067	254	GAIL JUNG	4/9/2007	Mileage and Expenses for Counterparts Mtg	\$73.66
26068	255	GLENDA BROWN	4/9/2007	Assistive Technology Mtg Expenses	\$21.34
26069	256	HISTORY EDUCATION	4/9/2007	DVD	\$57.90
26070	257	HP PRODUCTS CORP.	4/9/2007	Vaccuum repairs, filters, & belt, mop, floor sealer, refund for floor sealer	\$131.93
26071	258	IHS - HISTORY MARKET	4/9/2007	Book	\$29.96
26072	259	INCOLSA	4/9/2007	ILL Transport Fees, Membership Dues, Dewey Decimal Wksp for Douthit, Molenaar & Woods	\$713.80
26073	260	INDIANA DEPARTMENT OF HO	4/9/2007	Annual Boiler Inspection - Rens & DeM	\$135.00
26074	261	INDIANA DEPT. OF WORKFOR	4/9/2007	State Unemployment Tax-1st quarter	\$2,059.02
26075	262	INGRAM	4/9/2007	Books	\$61.40
26076	263	INSPIRATIONAL DISTRIBUTOR	4/9/2007	Books	\$33.66
26077	264	JENNIFER L. DOUTHIT	4/9/2007	INCOLSA workshop expenses	\$5.60
26078	265	JILL TACHTIRIS	4/9/2007	Reference Counterparts Expenses	\$26.19
26079	266	KRISTINE L. HANKINS	4/9/2007	Excel Workshop Expenses	\$87.30
26080	267	LIBRARY VIDEO COMPANY	4/9/2007	DVDs	\$1,657.82
26081	268	PATTY STRINGFELLOW	4/9/2007	Mileage to Friends Mtg, Training Branch Mgr	\$64.02
26082	269	LINDA POORTENGA	4/9/2007	Mileage to ILF, Friends Mtg, and Br. Mgr Orientation	\$63.05
26083	270	LINDA THOMPSON	4/9/2007	Mileage Book Processing	\$10.67
26084	271	MIDWEST TAPE	4/9/2007	DVDs	\$119.93
26117	272	NANETTE SPEACHT	4/9/2007	Books	\$126.66
26086	273	OED OFFICE OF ENERGY & D	4/9/2007	2nd Quarter 2007 PFEPP Payment	\$2,402.97
26087	274	PEGGY WOODS	4/9/2007	INCOLSA mileage and expenses	\$126.85
26088	275	PRECISION CONTROL SYSTE	4/9/2007	VAV malfunction repaired	\$955.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26089	276	QUILL CORPORATION	4/9/2007	Pens, HP Cartridge, Binders, HP 420N ext wty, credit on binder	\$312.72
26090	277	RACHAEL CAVINDER	4/9/2007	Mileage to District 1 mtg, Mgt Mtg	\$52.38
26091	278	RECORDED BOOKS, LLC	4/9/2007	Audiobooks	\$442.80
26092	279	RED WAGON	4/9/2007	Books	\$123.81
26093	280	RENEE CARR	4/9/2007	Telephone reimbursement	\$11.89
26094	281	RENSSELAER REPUBLICAN	4/9/2007	CPF Legal Ad -KV Post & RR	\$131.32
26095	282	ROURKE PUBLISHING GROUP	4/9/2007	Books	\$487.65
26096	283	S & S WORLDWIDE, INC	4/9/2007	Foam Sheets, Glitter, Wiggly Eyes, Construction Paper	\$175.34
26097	284	FLEXPAC/SCHNIABLE, INC	4/9/2007	Multifold towels, gloves, toilet tissue, and paper towels	\$285.84
26098	285	SCHOLASTIC INC.	4/9/2007	Books	\$140.40
26099	286	SUE TOBIAS	4/9/2007	Mileage to Insurance Seminar	\$143.56
26100	287	SUSAN ENGELMANN	4/9/2007	Craft Supplies and Mileage for AV Shopping & District Mtg	\$109.08
26101	288	TESS HAMEL	4/9/2007	Mileage for Mkt Mtg	\$21.34
26102	289	THOMSON GALE	4/9/2007	Books	\$258.80
26103	290	TRU-GREEN CHEMLAWN	4/9/2007	6 Bags Ice melt	\$66.00
26104	291	THE TIMES	4/9/2007	Annual Subscription-Rens 5/1/07-6/1/08	\$221.00
26105	292	TOWN OF DEMOTTE	4/9/2007	Sewer service, DeMotte Lib, Feb 2007	\$66.50
26106	293	TOWN OF WHEATFIELD SEW	4/9/2007	Sewer Services - Wheatfield Apr '07	\$56.65
26107	294	TYSEN'S COUNTRY GROCERY	4/9/2007	Expenses for DeMotte Science Club	\$11.18
26108	295	U.S. TOY CO/CONSTRUCTIVE	4/9/2007	Smile Crayons for Kindergarten Roundup	\$34.75
26109	296	UNIQUE MANAGEMENT SERVI	4/9/2007	Collections -Feb Initial & Secondary Placements	\$208.46
26110	297	VISION SERVICE PLAN- (IN)	4/9/2007	VSP for 15 employees April-2007	\$146.94
26111	298	WAL-MART COMMUNITY BRC	4/9/2007	DVDs, Cleaning Products, Foamie, Felt, Copy Paper, Water, Fish	\$1,827.64
26112	299	YVONNE DEL VECCHIO	4/9/2007	Bingo Prizes, Contact Paper, Mileage for Walking Books, Asst Tech Mtg	\$48.02
0	300	ALLIANCE BANK	4/9/2007	Exchange Fee for Canadian Ck	\$0.76
26113	301	FACTS ON FILE	4/9/2007	Business Forms on File	\$346.68
26114	302	INDIANA STATE MUSEUM FOU	4/9/2007	Books	\$106.35
26115	303	MUSIC FOR LITTLE PEOPLE	4/9/2007	CDs	\$40.93
26119	304	INDIANA STATE LIBRARY	4/9/2007	PLAC Card Sale, 1st Qtr 2007	\$30.00
26120	305	PUBLIC EMPLOYEES' RETIRE	4/9/2007	First Qtr 2007 Employer/Employee Contributions	\$19,944.09
26121	306	ALLIED WASTE SERVICES #71	4/10/2007	Trash Service for Wheatfield-April 2007	\$58.54
26122	307	ANTHEM BLUE CROSS BLUE S	4/10/2007	Health Insurance Premium -April '07	\$7,999.33
26123	308	ANTHEM LIFE	4/10/2007	Health Insurance Premium-24 employees, April 2007	\$81.59
26124	309	EDWARD YOUNG	4/10/2007	Courier Mileage, 3/16-3/31/07	\$320.10
26125	310	FIRST TRUST CREDIT UNION	4/10/2007	Direct Deposits W/Held from April 10, 07 Payroll - 9 employees	\$2,434.57
26126	311	GREAT-WEST RETIREMENT S	4/10/2007	Annuity W/held from April 10, 2007 Payroll - 8 participants	\$1,185.00
0	312	INDIANA DEPARTMENT OF RE	4/10/2007	EFT-State and County Tax Withheld April, '07 Ref#63439 Verf Code 20	\$3,125.03
0	313	IRS USA TAXPAYMENT	4/10/2007	FICA & FEDERAL less EIC Taxes W/Held April 10, '07, Ref #00240747	\$8,296.95
26127	314	NORTHWESTERN INDIANA TE	4/10/2007	Local telephone service for DeMotte April '07	\$111.03
0	315	PAYROLL	4/10/2007	PAYROLL	\$37,628.17
0	316	JASPER COUNTY PUBLIC LIBR	4/6/2007	CD#400039635 MATURED	\$125,000.00
0	317	JASPER COUNTY PUBLIC LIBR	4/6/2007	CD#400039636 MATURED	\$350,000.00
26128	318	OHIO CASUALTY GROUP	4/10/2007	Commercial Auto & Standard Umbrella Premiums, 4/16/07-4/15/08	\$843.00
0	319	PAYROLL	4/25/2007	PAYROLL	\$35,700.35
26130	320	EMBARQ COMMUNICATIONS I	4/25/2007	Long Distance, 3/8/07-4/7/07-Rens, DeM., Wheatfield	\$138.99
26131	321	CITY OF RENSSELAER	4/25/2007	Rensselaer Utilities-3/09/07-4/9/07	\$2,380.35
26132	322	EDWARD YOUNG	4/25/2007	Courier Mileage, 4/1/07-4/15/07	\$291.00
26133	323	FIRST TRUST CREDIT UNION	4/25/2007	Direct Deposits W/Held from April 25, 07 Payroll - 9 employees	\$2,331.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>F4c Total</i>
26134	324	GREAT-WEST RETIREMENT S	4/25/2007	Annuity W/held from April 25, 2007 Payroll - 8 participants	\$1,210.00
0	325	IRS USA TAXPAYMENT	4/25/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held April 25, '07, Ref #00459176	\$7,788.64
26135	326	JASPER FOUNDATION, INC.	4/25/2007	Annual Grant Banquet - Thompson & Poortenga - 5/7/07	\$32.00
26136	327	NIPSCO	4/25/2007	Utilities-DeMotte & Wheatfield Lib., 3/3/07-4/10/07	\$4,917.96
26137	328	AFLAC	4/25/2007	April 2007 Supplemental Insurance-Woods, Molenaar & Thompson	\$168.00

Total Amount of Claims \$637,771.79

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 01, 2007

Patricia J Stringfellow
Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$637,771.79

Date this 14 day of May, 20 07.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

April 30, 2007

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,797.92	\$12,139.65
DeMotte	\$968.73	\$3,885.17		
Rensselaer	\$1,178.32	\$5,402.10		
Wheatfield	\$650.87	\$2,852.38		
PHOTOCOPIES:			\$838.65	\$3,347.13
DeMotte	\$315.54	\$1,265.09		
Rensselaer	\$276.51	\$1,200.74		
Wheatfield	\$246.60	\$881.30		
INTEREST:			\$5,528.54	\$13,094.78
Checking/Repurchase/Savings/CD's	\$5,528.54	\$13,094.78		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$250.00	\$499.64
Rebates/Refund	\$0.00	\$184.64		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$50.00		
Interfund Reimbursement	\$0.00	\$15.00		
Other Receipts	\$250.00	\$250.00		
Grant Reimbursements	\$0.00	\$0.00		
Equipment Sales	\$0.00	\$0.00		
Telephone Refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$9,415.11	\$29,081.20
PLAC FUND:.....			\$0.00	\$30.00
GIFT FUNDS:			\$7,122.99	\$13,996.34
DeMotte	\$5,576.00	\$6,488.37		
Rensselaer	\$1,307.49	\$6,298.47		
Wheatfield	\$239.50	\$1,209.50		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$129.98	\$738.42
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$1,943.07	\$2,791.92
Interest Earned	\$1,743.07	\$2,591.92		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Refunds	\$200.00	\$200.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$1.14	\$553.81
Int. Earned(Chkg.,CD's,Escrow)	\$1.14	\$553.81		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$18,612.29	\$144,222.69

WITHHOLDING ACCOUNT FUNDS:

			\$26,631.81	\$103,326.88
FIT Tax Collected	\$5,345.09	\$21,075.53		
FICA Collected	\$5,383.21	\$21,099.71		
State Tax Collected	\$2,479.22	\$9,738.49		
County Tax Collected	\$931.53	\$3,742.18		
Deferred Comp Plan	\$2,395.00	\$9,232.64		
Pre-tax Insurance Plans	\$2,958.83	\$11,996.08		
Life Insurance	\$135.80	\$435.20		
PERF	\$1,962.50	\$7,400.90		
Garnishments	\$0.00	\$0.00		
Credit Union	\$4,766.55	\$17,821.55		
EIC	(\$25.92)	(\$115.40)		
Repayment	\$300.00	\$900.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$45,244.10	\$247,549.57

Voucher List**Jasper County Public Library****Report Date: From 5/1/2007 To 5/14/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	329	JASPER COUNTY PUBLIC LIBR	5/7/2007	CD#400039637 Matured	\$175,000.00
26138	330	AARON'S LAWN CARE	5/14/2007	Lawn Care & Spring Clean-up, Rens Lib 3/28-4/27; DeM Lib 3/7-4/27/07	\$890.00
26139	331	ACE HARDWARE	5/14/2007	50' Extension Cord, Flush box lever @ DeM.	\$19.98
26140	332	ALCO DISCOUNT STORE #290	5/14/2007	Children Craft Items-Wh	\$20.96
0	333	ALLIANCE BANK	5/14/2007	Deposit Slips	\$40.92
26141	334	ALLSOURCE TELECOM, LLC	5/14/2007	Telephone system repair - Rens. Lib.	\$155.00
26142	335	AUDIO EDITIONS	5/14/2007	Audiobook Replacement	\$8.00
26143	336	BAKER & DANIELS	5/14/2007	Teleconference on FMLA & FLSA issues.	\$612.00
26144	337	BAKER & TAYLOR	5/14/2007	Books, Gift Fund Bks, Continuations, A-V	\$14,325.45
26145	338	BAKER & TAYLOR ENTERTAIN	5/14/2007	DVDs	\$182.72
26146	339	BRENDA THOMPSON	5/14/2007	Mileage-Blogging Wkshp, Rens. Lib. Mtg w/Director	\$42.68
26147	340	CAPITAL ONE, F.S.B.	5/14/2007	CIL Conference-Hotel Accom, Parking, & Meals; Music CDs, Book, CPU Memory Card, SCSI Card, CD Cleaner part	\$1,211.64
26148	341	CAPSTONE PRESS	5/14/2007	Ch. Books	\$995.85
26149	342	CHESTER TECHNOLOGIES	5/14/2007	Cisco SmartNet Annual Mtnce	\$112.00
26150	343	CULLIGAN	5/14/2007	Water Cooler Rental-May, Wh. Lib	\$9.95
26151	344	DAVIDSON TITLES INC.	5/14/2007	Books	\$453.40
26152	345	DEMCO	5/14/2007	Filament Tape, Norbond Adhesive	\$109.01
26153	346	DIANA KOOY	5/14/2007	Mileage-Bank Deposits, Mgmt Mtg, INCOLSA Wkshp	\$151.80
26154	347	DIANE OPOLSKI	5/14/2007	Mileage-T.S. Processing, ASK Mtg, Bank Deposits	\$39.77
26223	348	DISNEY EDUCATIONAL PROD	5/14/2007	Children DVDs	\$458.95
26156	349	EBSCO SUBSCRIPTION SERVI	5/14/2007	Auto Repair Reference Ctr- Online Database	\$2,496.00
26157	350	EDUCATIONAL RECORD CENT	5/14/2007	Book & CD Sets, DVDs, CDs	\$424.85
26158	351	EMILY DURAN	5/14/2007	Mileage-Spanish Outreach, ASK Mtg, Counterparts Mtg.	\$64.02
26159	352	EDUCATION NETWORKS OF A	5/14/2007	Internet Access-April, 2007	\$300.00
26160	353	EVA SUBSCRIPTION SERVICE	5/14/2007	Annual Magazine Subsc-DeM. Library	\$5,085.05
26161	354	EVELYN BRISTOL	5/14/2007	Spring Festival Balloons; Mileage-Bk Disc, Marketing Comm Mtgs	\$26.49
26162	355	FINDAWAY WORLD, LLC	5/14/2007	Digital Audiobooks	\$729.85
26163	356	GA FOODS GROUP	5/14/2007	Film Group Bk Discussion Supplies	\$11.95
26164	357	GAIL JUNG	5/14/2007	ISL Budget Wkshp Expenses; PERF Mtg Mileage	\$66.24
26165	358	GAYLORD BROS.	5/14/2007	Graphic Novel Labels, Button Maker Parts	\$57.96
26166	359	HERITAGE OFFICE PRODUCT	5/14/2007	Engraved Nametag & Name Plate-Brenda Thompson	\$25.30
26167	360	HIGHSMITH CO. INC.	5/14/2007	Spine Label Sets, Bookmarks	\$149.99
26168	361	HISTORIC LANDMARKS FOUN	5/14/2007	Annual Subscription	\$25.00
26169	362	HP PRODUCTS CORP.	5/14/2007	Vacuum Repair Parts	\$102.32
26170	363	INCOLSA	5/14/2007	Perceptions & Realities Workshop - Widner, Maxwell, Evans	\$90.00
26171	364	INGRAM	5/14/2007	Paperbacks	\$78.10
26172	365	INSPIRATIONAL DISTRIBUTOR	5/14/2007	Christian Books	\$123.45
26173	366	INTEGRITY SOFTWARE, INC	5/14/2007	SoftTrac for Windows Licenses & Server Licenses plus trade-in credit	\$702.75
26174	367	JAN WAY COMPANY	5/14/2007	Hanging Bags	\$32.78
26175	368	JASPER COUNTY HOSPITAL	5/14/2007	Qty. Water Testing-DeMotte Lib.	\$17.00
26176	369	JENNIFER L. DOUTHIT	5/14/2007	Mileage-Collections Wkshop	\$42.68
26177	370	JILL TACHTIRIS	5/14/2007	Book-Opportunities in Nursing Careers	\$9.40
26178	371	KIMBO EDUCATIONAL INC.	5/14/2007	Audiobooks	\$78.98
26179	372	KOLORTECH, INC.	5/14/2007	4' Fluorescent Bulbs (F34T12)	\$242.10

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26180	373	KONE, INC.	5/14/2007	1st Qtr 2007 Elevator Mtnce Contract	\$424.65
26181	374	K.V.ELECTRIC	5/14/2007	Parking Lot Light replacements @ DeM. Lib.	\$564.00
26182	375	LANDMARK AUDIOBOOKS	5/14/2007	Spanish Audiobook CD	\$15.98
26183	376	LIBRARY VIDEO COMPANY	5/14/2007	DVD	\$49.95
26184	377	LINDA POORTENGA	5/14/2007	INCOLSA Wkshp Expense & Mileage - Counterparts, Friends Mtg, Mgmt Mtg.	\$117.38
26185	378	MANUFACTURERS' NEWS, IN	5/14/2007	IN Mfg's Directory	\$142.95
26186	379	MARSHALL CAVENDISH CORP	5/14/2007	Children Books	\$866.01
26187	380	MIDWEST TAPE	5/14/2007	DVDs	\$101.92
26188	381	NADASC	5/14/2007	NADA Official Used Car Guides	\$132.00
26189	382	NIPSCO	5/14/2007	Wheatfield Utilities-4/4-5/3/07	\$1,577.76
26190	383	ORIENTAL TRADING CO., INC	5/14/2007	Children Craft Items-Rens. Lib. (Stencils, Wiggle Eyes, Banner, Beads, etc)	\$34.75
26191	384	PATTY STRINGFELLOW	5/14/2007	Lib. Business Phone Calls; Mileage-Branch visits, Mgmt Mtg, INCOLSA Annual Mtg, Lifelong Learning Mtg, Budget 200 Wkshp.	\$238.92
26192	385	PEGGY WOODS	5/14/2007	INCOLSA Wkshop Expenses	\$120.55
26193	386	POSTMASTER GENERAL	5/14/2007	Stamps: \$1 - 20; \$.02 - 1460	\$49.20
26194	387	PRECISION CONTROL SYSTE	5/14/2007	Boiler Repairs @ Rens. VAV Coil repaired & cleaned & supports installed @ DeM.	\$597.18
26195	388	QUILL CORPORATION	5/14/2007	Ring Binders, File Folders, Chair Mats, Index Cards, Canned Air, Tape, Envelopes, Markers	\$246.28
26196	389	RECORDED BOOKS, LLC	5/14/2007	CD Albums; Audiobooks, Replacement tapes	\$758.25
26197	390	RELIABLE OFFICE SUPPLIES	5/14/2007	Pens, Staple Remover, Binder Clips, Copy Paper	\$61.21
26198	391	RENSSELAER REPUBLICAN	5/14/2007	Annul DeMotte Newspaper Subsc - 6/1/07-5/31/08	\$115.00
26199	392	RMC IMAGING, INC	5/14/2007	ST-200 Microfiche/Microfilm machine - 1st Installment	\$7,617.50
26200	393	ROTARY CLUB of RENSSSELAE	5/14/2007	Library Membership Dues - 2007	\$24.00
26201	394	R.H. DONNELLEY	5/14/2007	Qtly Yellow Page Advertising - May, June, July	\$247.50
26202	395	SCHNAIBLE SERVICE & SUPPL	5/14/2007	Multi-fold Towels, Gloves, Roll Towels, EnMotion Towels	\$353.38
26203	396	SCHOLASTIC INC.	5/14/2007	Children Books	\$1,263.58
26204	397	SHEILA MAXWELL	5/14/2007	Mileage-CIL, Counterparts, INCOLSA Wkshp, etc.; Postage, CIL expenses	\$374.03
26205	398	SUSAN ENGELMANN	5/14/2007	Books, DVD, Postage	\$46.45
26206	399	TEAM SOFTWARE SOLUTION	5/14/2007	Public Web Browser Annual Renewal	\$125.00
26207	400	THOMSON GALE	5/14/2007	Books	\$45.00
26208	401	TIM SCHULTZ	5/14/2007	Mileage-Board Mtgs (Feb, Mar, Apr)	\$66.93
26209	402	TRU-GREEN CHEMLAWN	5/14/2007	Crab Apple Tree Treatment - DeMotte Lib.	\$51.00
26210	403	TYSEN'S FAMILY FOOD CENT	5/14/2007	DeM Science Club & Whtfld After-School Easter Program Supplies	\$23.74
26211	404	TYSEN'S COUNTRY GROCERY	5/14/2007	DeM. Science Club Supplies	\$13.15
26212	405	ULINE	5/14/2007	CD Cases	\$109.85
26213	406	UNIQUE MANAGEMENT SERVI	5/14/2007	Collections - Initial & Secondary Placements March 2007	\$105.18
26214	407	UPSTART	5/14/2007	Posters, Summer Rdg Certificates, Pencils, Notepads, Magnifying Glasses, T-Shirts	\$229.11
26215	408	VISION SERVICE PLAN- (IN)	5/14/2007	May Premium-Vision Ins. (16 empl)	\$155.70
26216	409	WAL-MART COMMUNITY BRC	5/14/2007	DVDs, Mop refills, Works Bowl Clnr, Rust remover, Fantastik, Lysol Spray, Air Freshners, etc.	\$923.67
26217	410	WALL STREET JOURNAL	5/14/2007	Wheatfield Lib. 2 YR. Subscription	\$395.00
26218	411	WEBBALANCED TECHNOLOGI	5/14/2007	Internet Filtering Qtly Billing, 4/15-7/15/07	\$360.00
26219	412	WEST CIRCLE BOOKS	5/14/2007	Books	\$650.84
26220	413	WORKER TRAINING FUND	5/14/2007	Training Assessment Fee-2006 payable 2007	\$304.44
26221	414	YVONNE DEL VECCHIO	5/14/2007	Bingo Chips-Adult Prog.; Mileage-Collections Wkshp, Walking Bks, Counterparts Mtg.	\$92.27
26222	415	ADVANCED IMAGING SOLUTI	5/14/2007	Annual Mtnce Contract, 4-21/07-4/21/08, Lanier Copier @ DeMotte	\$807.00
150147	416	DEMCO	5/14/2007	Hang-Up Bag Rack-Construction Proj	\$47.70

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
150148	417	GAYLORD BROS.	5/14/2007	Information Signage Stand, Security Mirror, Marker Bd Easel & Markers-Wh. Constr. Project;	\$272.37
150149	418	HIGHSMITH CO. INC.	5/14/2007	Headphones-Wh. Construction Project	\$78.42
150150	419	JAN WAY COMPANY	5/14/2007	Hanging Bags-Wh. Constr. Project	\$131.13
Total Amount of Claims					\$226,950.22

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 08, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$226,950.22

Date this 14th day of May, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JUNE

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 11, 2007, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of May Board Meeting
Bills/Financial Reports
Salary Ordinance (R 7)
Policy Review (R10)
DeMotte Arts and Crafts Festival (R25)

General Business

Oath of Office-Jody Melton (R25)	Action
Capital Projects Fund-Notice of Adoption (R25-R26)	Action
Advanced Tax Draw Resolution (R26)	Action
LSTA Grant-Self-Checkout (R26)	Action
Correction to April Board Meeting Minutes (R26)	Action
Options for Borrowing Money (R26)	Information
Committee Assignments (R26)	Information
Marketing Library Services to Teens (R26)	Information

Director's Report

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

May 14, 2007
Rensselaer Library

Present: Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Joan Floyd, Natalie Waling, Susan Deardorff, Patricia Stringfellow, and Gail Jung.

The Executive Session preceded the regular meeting to discuss and present the Library Director's annual job performance evaluation. No other subject was discussed. The regular meeting was then opened at 7:20 PM with a moment of silence.

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by N. Waling, to approve the Agenda and Consent Agenda items, minutes of the April 9th Board Meeting, monthly bills and financial reports. Motion passed unanimously.

2008 Director Salary: S. Deardorff moved, seconded by A-M Egan, to increase the director's salary for 2008 at the same percentage rate as set for staff. Motion passed.

Advanced Draw Resolution: Property taxes will be delayed this year. In order for the library to receive tax distributions as they trickle in, the auditor requires a 30-day advanced tax draw resolution. T. Schultz made a motion to request an advanced tax draw. Motion seconded by S. Deardorff. Motion passed. Board signed the resolution.

PERF Resolution: The board approved the addition of Sue Tobias as a PERF authorized agent for the library on a motion by A-M Egan, seconded by S. Deardorff. Motion passed.

Board Resignation: The Board Secretary read an official letter of resignation from board member Mike Crawford. The KV School and West Central School Board presidents must jointly appoint a replacement.

Budget Workshop: If any board member wishes to attend the annual budget workshop on May 31, contact the Business Office for a reservation by the end of this week. Workshop will be held at the West Lafayette Public Library.

2007 Revenues: The bulk of our property tax distribution is not expected until December 2007. We have a good cash flow and with some revenue trickling in, the library will still need to borrow from other funds to meet its bond payment and operating expenses. The library will investigate establishing a Line of Credit or acquiring a Tax Anticipation Warrant and bring information back to the board for their consideration.

Director's Report: The library has had a busy month celebrating National Library Week, training DeMotte and Rensselaer staff on the new microfilm machines, and preparing for migration to a new server.

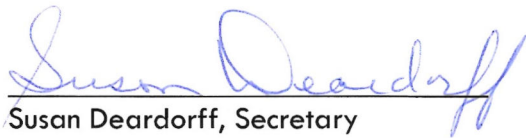
West Central School Board President has approved Jody Melton to replace M. Crawford. We are awaiting a response from KV School Board President to confirm the appointment.

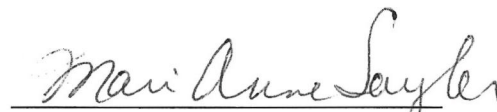
INCOLSA will be losing state funding as of June 30th. We expect future services offered through them to be more expensive as they will be operating on a cost-recovery basis. Reference Service, Network Librarian, and Courier service will shift to the State Library this summer.

Staff has done an outstanding job soliciting area businesses for donations for Summer Reading Programs.

The window manufacturer's agent determined the broken window in the Wheatfield meeting room was not a result of implosion but was hit by an object. Since the cost of the repair is only slightly higher than our deductible, we will not be submitting an insurance claim.

With no further business, the meeting adjourned at 7:47 PM on a motion by S. Deardorff.


Susan Deardorff, Secretary


Attest: Mari Anne Sayler, President

CIRCULATION BY HOLDINGS CODE
May 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	43			43
Award Winner JFIC (DAJFIC)	25			25
Award Winner JNF (DAJNF)	7			7
Award Winner JPFIC (DAJBPF)	3			3
Award Winner YAFIC (DAYAF)	6			6
Award Winner YAPFIC (DAYPBF)	1			1
Biography (DBIO)	26	14		40
Books on CD (DBKCD)	111	2	1	114
Books on Tape (DBKT)	24		1	25
Compact Disc (DCD)	428	16	5	449
Digital Audiobooks (DDA)	5			5
DVD (DDVD)	977	14	3	994
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	52			52
Fiction (DFIC)	1184	50	25	1259
Fiction Fantasy (DFICF)	17	11	2	30
Fiction Mystery (DFICM)	274	20	8	302
Fiction Science Fiction (DFICSF)	13	1		14
Fiction Western (DFICW)	14			14
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Graphic Novels (DGN)				0
Hanging Bags (DHANG)	8			8
ILL (DILL)	65	1		66
Internet (DINTER)	897			897
Juv. Biography (DJBIO)	69	1		70
Juv. Book on CD (DJBKCD)	7			7
Juv. Book on Tape (DJBKT)	12			12
Juv. Compact Disc (DJCD)	22			22
Juvenile Easy (DJE)	511	12	3	526
Juv. Easy Reader (DJER)	228	1		229
Juv. Fiction (DJFIC)	543	22	7	572
Juv. Holiday books (DJHOL)	3			3
Juv. Magazine (DJMAG)	77			77
Juv. Music Cassette (DJMC)				0
Juv. Nonfiction (DJNF)	493	6	2	501
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)				0
Juv. Professional Coll. (DJPRO)				0
Juv. Reference (DJREF)				0
Juv. Toddler (DJTOD)	159	5		164
Large Print Fiction (DLPF)	116	3	1	120
Large Print Nonfic (DLPNF)				0
Magazine (DMAG)	927		10	937
Music Cassette (DMCAS)				0

Nonfiction DVD (DNFDVD)	31	1		32
Nonfiction (DNFIC)	734	62	10	806
Nonfiction VHS (DNFVHS)	26	1		27
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)				0
Parent Shelf Juv. NF (DPSJNF)	10	3		13
Parent Shelf Ref (DPREF)				0
Reference (DREF)	2			2
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)				0
Spanish Collection (DSPA)	31	1		32
Software (DSWAR)	60		1	61
Vertical File (DVF)	2			2
VHS (DVHS)	343	3	1	347
YA Biography (DYAB)	1			1
YA Books on CD (DYABKCD)	7	1		8
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	129	1	3	133
YA Nonfiction (DYANF)	21		1	22
YA Paperback Fic (DYAPBF)	118	2	2	122
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)				0
Award Winner JFIC (RAJFIC)				0
Biography (RBIO)	1	27	1	29
Books on CD (RBKCD)	10	149	6	165
Books on Tape (RBKT)	1	102		103
Compact Disc (RCD)	8	348	1	357
Digital Audiobooks (RDA)				0
DVD (RDVD)	2	2006	4	2012
Equipment (REQP)		21		21
See librarian (RERR)				0
Express Book (REXP)	1	61		62
Fiction (RFIC)	32	1189	12	1233
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Graphic Novels (RGN)		52		52
Hanging Bag (RHANG)	1	25		26
ILL (RILL)		145		145
Internet (RINTER)		2170		2170
Juv. Biography (RJBIO)	1	28		29
Juv. Book on CD (RJBKCD)		6		6
Juv. Book on Tape (RJBKT)		11		11
Juv. Compact Disc (RJCD)		22		22
Juvenile Easy (RJE)		727	2	729
Juv. Easy Reader (RJER)		242		242
Juv. Fiction (RJFIC)	6	458	1	465
Juv. Magazine (RJMAG)		49		49
Juv. Music Cassette (RJMC)				0
Juv. Nonfiction (RJNF)	10	652	3	665
Juv. Paperback fic (RJPBF)				0

Juv. Professional Coll. (RJPRO)				0
Juv. Reference (RJREF)				0
Juv. Toddler (RJTOD)	1	210		211
Large Print Fiction (RLPF)	5	106	1	112
Large Print Nonfic (RLPNF)		10		10
Magazine (RMAG)	2	337		339
Music Cassette (RMCAS)				0
Nonfiction DVD (RNFDVD)		46		46
Nonfiction (RNFIC)	41	822	13	876
Nonfiction VHS (RNFVHS)	2	63	1	66
Professional Coll. (RPRO)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		27		27
Software (RSWAR)	3	63		66
Vertical File (RVF)		3		3
VHS (RVHS)	7	633		640
YA Biography (RYAB)		4		4
YA Books on CD (RYABKCD)		3		3
YA Books on Tape (RYABKT)		1		1
YA Fiction (RYAF)	8	195	1	204
YA Nonfiction (RYANF)		36	1	37
YA Paperback Fic (RYAPBF)				0
Award Winner JE (WAJE)				0
Biography (WBIO)	2	8	33	43
Books on CD (WBKCD)		10	128	138
Books on Tape (WBKT)		2	28	30
Compact Disc (WCD)	15	19	198	232
Digital Audiobooks (WDA)				0
DVD (WDVD)	9	5	1108	1122
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)	1		32	33
Fiction (WFIC)	72	40	584	696
Fiction Fantasy (WFICF)		1	4	5
Fiction Mystery (WFICM)	7	5	150	162
Fiction Science Fiction (WFICSF)			3	3
Fiction Western (WFICW)	2	1	11	14
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Graphic Novels (WGN)				0
Hanging Bags (WHANG)		1	4	5
ILL (WILL)	1	1	29	31
Internet (WINTER)			894	894
Juv. Biography (WJBIO)			4	4
Juv. Book on CD (WJBKCD)	1		14	15
Juv. Book on Tape (WJBKT)		3	10	13
Juv. Compact Disc (WJCD)	2		18	20
Juvenile Easy (WJE)	7	19	524	550
Juv. Easy Reader (WJER)	2	2	171	175

Juv. Fiction (WJFIC)	13	13	234	260
Juv. Magazine (WJMAG)			34	34
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	18	1	264	283
Juv. Paperback fic (WJPBF)				0
Juv. Professional Coll. (WJPRO)				0
Juv. Reference (WJREF)			4	4
Juv. Toddler (WJTOD)	6	7	154	167
Large Print Fiction (WLPF)	7	3	48	58
Large Print Nonfic (WLPNF)	1	1	5	7
Magazine (WMAG)	4		217	221
Nonfiction DVD (WNFDVD)	4		43	47
Nonfiction (WNFIC)	39	20	318	377
Nonfiction VHS (WNFVHS)		1	5	6
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			1	1
Software (WSWAR)			60	60
Vertical File (WVF)			2	2
VHS (WVHS)		2	298	300
YA Biography (WYAB)		1		1
YA Books on CD (WYABKCD)		4	3	7
YA Books on Tape (WYABKT)			1	1
YA Fiction (WYAF)	7	7	109	123
YA Nonfiction (WYANF)	2		24	26
YA Paperback Fic (WYAPBF)				0
TOTAL		11480	5904	26612

CIRCULATION BY HOLDINGS CODE
May 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	0	0	2
Award Winner JE (AJE)	43	0	0	43
Award Winner JFIC (AJFIC)	25	0	0	25
Award Winner JNF (AJNF)	7	0	0	7
Award Winner JPFIC (AJPF)	3	0	0	3
Award Winner YAFIC (AYAF)	6	0	0	6
Award Winner YAPFIC (YAYPBF)	1	0	0	1
Biography (BIO)	29	49	34	112
Books on CD (BKCD)	121	161	135	417
Books on Tape (BKT)	25	105	29	159
Compact Disc (CD)	451	383	204	1038
Digital Audiobooks (DA)	5	0	0	5
DVD (DVD)	988	2025	1115	4128
Equipment (EQP)	0	21	0	21
See librarian (ERR)	0	0	0	0

Express Book (EXP)	54	61	32	147
Fiction (FIC)	1288	1279	621	3188
Fiction Fantasy (FICF)	17	12	6	35
Fiction Mystery (FICM)	274	25	41	340
Fiction Science Fiction (FICSF)	13	1	3	17
Fiction Western (FICW)	16	1	11	28
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	0	52	0	52
Hanging Bags (HANG)	9	26	4	39
ILL (ILL)	66	147	29	242
Internet (INTR)	897	2170	894	3961
Juv. Biography (JBIO)	70	29	4	103
Juv. Book on CD (JBCD)	8	6	14	28
Juv. Book on Tape (JBKT)	12	14	10	36
Juv. Compact Disc (JCD)	24	22	18	64
Juvenile Easy (JE)	518	758	529	1805
Juv. Easy Reader (JER)	230	245	171	646
Juv. Fiction (JFIC)	562	493	242	1297
Juv. Holiday (JHOL)	3	0	0	3
Juv. Magazine (JMAG)	77	49	34	160
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	521	659	269	1449
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	4	4
Juv. Toddler (JTOD)	166	222	154	542
Large Print Fiction (LPF)	128	112	50	290
Large Print Nonfic (LPNF)	1	11	5	17
Magazine (MAG)	933	337	227	1497
Music Cassette (MCAS)	0	0	0	0
Nonfiction DVD (NFDVD)	35	47	43	125
Nonfiction (NFIC)	814	904	341	2059
Nonfiction VHS (NFBVH)	28	65	6	99
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	10	3	0	13
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	46	91	25	162
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	31	28	1	60
Software (SWAR)	63	63	61	187
Vertical File (VF)	2	3	10	15
VHS	350	638	299	1287
YA Biography (YAB)	1	5	0	6
YA Books on CD (YABKCD)	7	8	3	18
YA Books on Tape (YABKT)	0	1	1	2
YA Fiction (YAF)	144	203	113	460
YA Nonfiction (YANF)	23	36	26	85

YA Paperback Fic (YAPBF)	118	2	2	122
				0
Free reads	287	412	165	864
Games/Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	9552	11984	5985	27521

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1757	1864	868	4489
Nonfiction	921	1083	406	2410
CHILDREN'S BOOKS				
Fiction	1381	1496	942	3819
Nonfiction	613	691	277	1581
YA BOOKS				
Fiction	269	257	115	641
Nonfiction	24	41	26	91
Magazines, Adult	933	337	227	1497
Magazines, Children	77	49	34	160
Sound Recordings, adult	609	658	372	1639
Sound Recordings, ch	53	68	46	167
Online databases	0	0	0	0
Software	63	63	61	187
Vertical file	2	3	10	15
VHS/DVD	1366	2728	1420	5514
Equipment	0	21	0	21
Total	8068	9359	4804	22231
A-V Circulation	2091	3517	1899	7507
A-V Circulation as % of total	25.9%	37.6%	39.5%	33.8%

May 2007

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	61,597	59,160	37,872
Circulation Increase/Decrease	-10.0%	-1.8%	-16.6%

MONTHLY SYSTEM STATISTICS	2006	2007	% change
Current month's Circulation	24,249	22,231	-8.3%
Jan. to date circulation	122,126	117,502	-3.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XXX XXXXXXXXXXXXXXXX					
					ADULT BOOKS
15,961	16,056	11,838	11,759	10,427	10,472 Fiction
16,228	16,300	19,800	19,913	8,847	8,843 Nonfiction
					CHILDREN'S BKS
12,101	12,127	10,740	10,717	7,879	7,897 Fiction
9,022	9,051	6,302	6,149	4,324	4,333 Nonfiction
					YA BOOKS
2,063	2,090	1,962	1,970	1,544	1,552 Fiction
398	400	1,019	884	128	128 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,193	2,207	2,795	2,798	2,289	2,308 Sound Rec/Adult
496	419	444	438	436	437 Sound Rec/Child
25	25	16	16	1	1 Online Databases
319	319	404	403	133	133 Software
3	3				Vertical Files
2,463	2,481	3,944	3,951	1,691	1,711 VHS/DVD
119	119	142	142	57	57 Equipment
61,391	61,597	59,426	59,160	37,756	37,872 TOTAL
XXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	225	49	136	29	235	51	596	129
LOCAL HISTORY								
In person	5	1	25	7	0	0	30	9
Letters written	1	1	8	8	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	897	37	2170	90	894	37	3961	165
Computer software used	105	9	176	15	92	8	373	31
VCR Use	1	0	0	0	1	0	2	0
Microforms	0	0	22	3	0	0	22	3
CD ROM/Online databases	82	7	190	16	138	12	410	34
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	1	0	1	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	36	36	3	2	0	0	39	26
Notarized documents	11	3	7	2	5	1	23	6
Meeting Room Use (no. of group)	54	18	23	8	42	14	119	40
Study room use	18	2	26	2	30	3	74	6
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	0	0	2	0	0	0	2	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	47		382		160		589	
WIRELESS USE via patron owned pcs	5		28		22		55	
INTERLIBRARY LOANS								
Requests made for:	72	18	138	35	23	6	233	58
Items rec'd for:	44	22	91	46	25	13	160	80
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7487	7632	3779	
Non-resident, paying	1	2	0	
PLAC card users	0	2	0	
Reciprocal borrowers	400	315	70	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	2	12	0	0	0	0	2	12
Children's Programs (0-13)	7	42	21	126	12	72	40	240
Number attending	987		1140		538		2665	
YA Programs (14-17)	4	24	1	6	1	6	6	36
Number attending	316		3		246		565	
Adult Programs	1	6	1	6	0	0	2	12
Number attending	125		153		42		320	
Senior Citizen Programs	10	60	6	36	4	24	20	120
Number attending	87		62		22		171	
Total Number of Programs	24	144	29	174	17	102	70	420
Total Persons Attending	1515		1358		848		3721	
Total Attending Same Month Last	1012		1092		763		2867	
Total Staff Hours Spent		347		437		246	1029	1017
Total Number of In-House Program	10		21		12		43	
Total Attendance	1074		295		86		1455	
Total Number of Outreach Program	14		8		5		27	
Total Attendance	441		1063		762		2266	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6373	73.9%	6565	67.5%	3701	71.5%	16639	70.8%
Corporate	23	0.3%	53	0.5%	0	0.0%	76	0.3%
Juvenile 0-11	847	9.8%	808	8.3%	386	7.5%	2041	8.7%
Juvenile-AV	187	2.2%	583	6.0%	254	4.9%	1024	4.4%
Nonresident No Fee	14	0.2%	140	1.4%	108	2.1%	262	1.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	317	3.7%	284	2.9%	95	1.8%	696	3.0%
Reciprocal Juvenile	7	0.1%	43	0.4%	0	0.0%	50	0.2%
Reciprocal Juvenile AV	23	0.3%	27	0.3%	1	0.0%	51	0.2%
Reciprocal YA	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Reciprocal YA AV	1	0.0%	16	0.2%	0	0.0%	17	0.1%
School	0	0.0%	16	0.2%	0	0.0%	16	0.1%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	33	0.3%	0	0.0%	33	0.1%
Staff	364	4.2%	729	7.5%	396	7.7%	1489	6.3%
Walking books	80	0.9%	42	0.4%	0	0.0%	122	0.5%
YA 12-17	144	1.7%	41	0.4%	64	1.2%	249	3.2%
YA-AV	237	2.8%	342	3.5%	170	3.3%	749	3.2%
Total	8618		9722		5175		23515	

All items borrowed by nonresidents

363 4.2%

559 5.7%

204 3.9%

1126 4.8%

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 11th DAY OF June, 2007.

NAY

AYE

Aime-Marie Egan
Jody McLean
Natalie Waling
Timothy M. Schults
John G. Floyd
Susan Beaudry

ATTEST:

Susan Beaudry

Secretary of the Jasper County Public Library Board

Updated 6/11/07

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Nancy Phillips	Page	\$5.75/\$5.85/\$5.95	5/21/07	10	R

Nancy Phillips was hired as a new page at the Rensselaer library, replacing Marilyn Garrett who resigned.

We have examined and approved the changes to the 2007 Jasper County Public Library Salary Ordinance. Dated 6/11/07

Genevieve Egan

Timothy N. Smith

John Nelson

Jan G. Floyd

Natalie Waling

Susan Weardoff

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those ~~who are not covered by the terms of the Fair Labor Standards Act.~~ whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who is paid on a salary basis and is, therefore, exempt from the overtime and certain other provisions of the FLSA.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "The Board".
3. The **Jasper County Public Library** will hereinafter be referred to as "JCPL".
4. **Certified** employees are defined as any employees holding or qualifying for any of the five Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the five Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The **orientation period** is the first six months of employment, during which a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Each employee will be evaluated annually in writing. New employees and promoted employees will also be evaluated ~~twice during their orientation period~~ 3 months and 6 months after beginning their position. The Director will be evaluated annually in May.

6. Close relatives of Board members and staff shall not be employed by the Library. A special exception may be granted by the board for a person employed on an irregular and very limited basis.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.
4. Explanation of Salary Plan
 - 4.1 The first six months of employment is an orientation period, a period designed to determine if the employee is suited to the job and capable of satisfactorily performing the work assigned.

Pages, clerks and Library Assistant 1's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant 1 positions.

All new employees will be evaluated after six months' employment. A satisfactory rating upon completion of the six-month orientation period will qualify the individual as a regular employee. Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant 1 positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.3.

An unsatisfactory rating at any time during the orientation period may result in immediate termination.

- 4.2 An employee must work 8 months in the same position to qualify for the annual increase in January.

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

4.3 Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification and those who have reached the maximum salary level for their classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.4 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise.

6. Upon Reaching Maximum Salary

An employee who reaches the maximum salary for his/her classification will be eligible for ½ of the % increase determined by the Board as per 4.3 annually.

Jasper County Public Library Salary Schedule

Classification	Minimum	Maximum	Classification	Minimum	Maximum
Clerk	\$7.12	\$9.52	Business Manager	\$12.67	\$17.74
Library Assistant I	\$7.63	\$10.58	Librarian 1	\$12.96	\$17.74
Library Assistant II	\$9.26	\$14.58	Librarian 2	\$13.73	\$18.79
Assistant Bookkeeper	\$9.26	\$14.58	Librarian 3	\$15.25	\$22.57
Assistant Business Mgr.	\$9.58	\$14.91	Systems Administrator	\$15.25	\$22.57
Library Specialist I	\$9.58	\$14.91	Systems Specialist	\$9.58	\$14.91
Library Specialist II	\$11.90	\$16.20	Janitor	\$8.65	\$11.64
Library Specialist III	\$12.12	\$16.70	Janitor Maintenance	\$10.00	\$14.55

	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$5.75	\$6.05	\$6.35	\$6.65	\$6.95

Minimum salary for the page position will increase as required by federal law.

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical and typing work. May also work at circulation desk.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Special Services Librarian: College graduate or 10 years' experience as a Library Specialist and head of a major library department or area.

Systems Specialist: 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.

Assistant Bookkeeper: High school graduate. Assists in data entry, payroll, accounts payable and receivable, generation of financial reports

Assistant to the Business Manager: 2 years of college or 2 years of experience in a related field (business and/or accounting). Requires extensive independent judgment and responsibility in maintaining accounting and personnel records.

Business Manager: 5 years accounting experience. Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance: Responsible for cleaning and maintenance of library building.

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Specialized training or 2 years computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

9.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 7 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick leave (sec. 2) and vacation leave (sec. 4) after they have completed 3 years of service.

2. Sick Leave

2.1 A **sick day** is defined as the number of hours the employee is regularly scheduled to work on the day missed ~~up to a maximum of 8 hours~~.

2.2 Employees receive ~~4~~ the equivalent of 1 sick day with pay per month during their first partial year of employment. Sick leave with pay of 12 days per year is granted each January thereafter. Employees working 20 to 31 hours per week will receive sick leave on a prorated basis.

2.3 Sick leave may accumulate to a maximum of 96 days.

2.4 Sick leave may be used in case of illness of the employee, or *close relative* provided these are living in the employee's household.

2.5 Five (5) days of an employee's *paid* sick leave per year may also be used for critical care needs of a parent or child not living in the household, with approval of the ~~supervisor~~ Director.

2.6 Sick leave may be used for medical appointments if an appointment cannot be made on the employee's own time.

2.7 Employee should notify supervisor of his/her desire to take sick leave 30 days before sick leave would begin for a foreseeable medical procedure.

2.8 Sick leave is a privilege to be used only for the above purposes. Sick leave cannot be used as vacation or earned time off.

2.9 Sick time may be used with special approval of the supervisor or director for extended funeral leave for immediate family members, funerals involving long distance travel, and for funerals of non-immediate family members.

2.10 An employee who is absent due to illness for 5 or more consecutive scheduled working days (for non FMLA situations) must present his/her supervisor with a physician's statement releasing him/her to return to work and specifying any limitations.

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays ~~which are determined by the Holiday Policy~~. Refer to the Holiday Policy for a list of holidays we observe.

3.2 An employee who works 3 or 4 eight hour days per week will receive one 8 hour day off with pay when a holiday occurs, if they are eligible for paid holidays. A person who works five 7 hour days will receive one 7 hour day off with pay when a holiday occurs.

3.3 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week, except that exempt employees must take equivalent time off by the end of the next pay period.

4. **Vacations**

4.1 **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 Certified librarians and Systems Administrator

- A. Librarian or Systems Administrator working an average of 32 hours per week or more
 - 0-4 years' service - 1.5 days per month with pay
 - 5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Non-Certified employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director or his/her designee

4.2.2 Vacation time is not cumulative from one year to the next.

4.2.3 Vacation time accrued during one calendar year may be taken after the beginning of the following calendar year.

New employees are entitled to vacation benefits upon satisfactory completion of the six-month orientation period. The time worked during the orientation period counts toward vacation time once the employee has attained regular employment status.

Employees who successfully complete their orientation period are immediately eligible to take any vacation credit earned during the previous calendar year.

Employees failing to successfully complete their orientation will not be credited with any vacation time.

4.2.4 After first partial year of employment, all vacation time will be figured on the calendar year.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid for unused vacation leave.

~~4.2.5~~ 4.2.6 Vacation leave will not accrue during unpaid leaves of absence.

4.3 Regulations for employees earning vacation before 1994. (These employees were hired under a policy requiring them to take vacation time the same year they earned it.) (Revised 4/06)

4.3.1 Vacation is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned.

4.3.2 Employees may defer (or accrue) days of their annual earned vacation leave, to be taken in the subsequent year, until they have accumulated 24 days of accrued vacation.

4.3.3 Employees may never take more than 24 vacation days in one year.

4.3.4 Vacation leave will not accrue during unpaid leaves of absence.

5. **Funeral leave**

- 5.1 For staff who qualify Time off with pay for not more than three (3) working days may be granted by the Director so that the employee may arrange for and attend a funeral of the employee's spouse, the employee or spouse's child, sibling, grandparent, or parent, or the spouse of any of the above. Sick time may be used for extended funeral leave ~~or funeral leave for non-immediate family members~~ with the approval of the supervisor or Director (see 2.98).
- 5.2 Sick time may be used to attend the funeral of non immediate family members or others with the approval of the supervisor or Director.

6. **Excused absences**

6.1 An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week. Excused absences are granted when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

6.2.1 Employees will be granted leave of absence with pay for jury duty that falls on a scheduled work day. Employee is required to submit a jury verification notice to the business office.

6.2.2 Pay under such circumstances shall be determined as the difference between normal wages for working hours missed at the library and the pay received for jury duty.

6.2.3 Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant to the Business Manager	

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pretax and/or posttax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1 Group health insurance, which also offers vision, dental, life and accidental death benefits, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who choose not to take the health insurance.

9. Family and medical leave

The Family and Medical Leave Act of 1993 provides qualified employees with leave of absence for up to twelve (12) weeks per year for certain family or medical reasons. Consult the JCPL FMLA Policy for more details. (p.171)

10. Meal time

Each employee working seven (7) hours or more in one day is allowed up to one (1) hour of their own time for lunch or supper.

11. Break time

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption between their third and fifth hours of work. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime/Compensatory Time

13.1 Except in emergency situations, non-exempt employees may work overtime only if compensatory time off can be arranged so that they work no more than 40 hours per week.

~~13.2 Exempt employees may work overtime and will receive compensatory time. It is preferred that compensatory time be taken within a month after it is earned. Compensatory time may be taken at a later date with the Director's permission.~~

14. Meetings and conferences

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF (Indiana Library Federation), ISL (Indiana State Library) or INCOLSA.

14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to sections 13.1 and 13.2 above.

14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. Travel Expenses

15.1 Approved library business includes conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

15.2 Employees or board members traveling on approved library business outside their city or town limits will be reimbursed for mileage at the IRS approved rate.

15.3 Employees are prohibited from using personal devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction

in which they are driving.

16. **Appropriate dress**

In order to project a professional image of the library, staff may not normally wear jeans, cut-offs, or shorts while on duty. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director. The Director and supervisors will determine what is appropriate dress.

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

17. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

119

18. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

19. **Second jobs:** JCPL does not prohibit employees from working at second jobs. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not work at second jobs while on leave (except vacation leave) from JCPL.

20. **Workers Compensation:** This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The

employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

21. **Telecommuting:** Telecommuting arrangements will only be allowed at the discretion of the Director.

Adopted 10/93; revised 6/07

JCPL FINANCIAL STATEMENT

F 1

May 31, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$146,745.46	\$652,601.37	\$452,399.67	\$481,480.87	\$603,858.33
Includes Investments of:	\$0.00					
Public Library Access Card Fund	\$31.00	\$0.00	\$61.00	\$30.00	\$60.00	\$30.00
Gift Fund	\$7,588.25	\$7,962.82	\$8,343.38	\$2,195.00	\$16,191.34	\$15,436.21
DeMotte	\$1,222.51	\$54.63	\$145.81	\$520.00	\$7,008.37	\$8,085.07
Rensselaer	\$5,656.46	\$7,711.49	\$7,969.38	\$1,675.00	\$7,973.47	\$5,660.55
Wheatfield	\$709.28	\$196.70	\$228.19	\$0.00	\$1,209.50	\$1,690.59
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$131.08	\$869.50	\$144,786.06
Includes Investments of:	\$100,000					
Bond & Interest Redemption Fund	\$58,574.44	\$0.00	\$55,315.00	\$80,827.50	\$80,827.50	\$84,086.94
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$300.00	\$1,564.00	\$0.00	\$0.00	\$1,171.97
Capital Projects Fund	\$156,035.66	(\$454.90)	\$2,878.42	\$29,515.15	\$32,307.07	\$185,464.31
Includes Investments of:	\$0					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$0.00	\$0.00	\$0.00	\$15,994.22
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$529.62	\$888.58	\$3,033.81	\$3,587.62	\$197,936.98
Includes Investments of:	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,500.03	\$26,575.56	\$5,500.03	\$26,575.56	\$0.00
FICA Tax Collected	\$0.00	\$5,515.53	\$26,615.24	\$5,515.53	\$26,615.24	\$0.00
State Tax Collected	\$2,504.39	\$2,479.22	\$12,242.88	\$2,541.24	\$12,279.73	\$2,541.24
County Tax Collected	\$955.16	\$931.53	\$4,697.29	\$959.94	\$4,702.12	\$959.99
Deferred Comp.	\$0.00	\$2,420.00	\$11,652.64	\$2,420.00	\$11,652.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$3,160.85	\$15,170.21	\$3,162.59	\$15,158.67	(\$0.05)
Employee Life Insur.	\$0.00	\$135.80	\$571.00	\$135.80	\$571.00	\$0.00
Employee P.E.R.F.	\$5,967.65	\$0.00	\$11,405.65	\$2,064.20	\$9,465.10	\$4,027.10
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$4,870.91	\$22,692.46	\$4,870.91	\$22,692.46	\$0.00
EIC	\$0.00	\$0.00	(\$115.40)	\$0.00	(\$115.40)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$1,200.00	\$1,200.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$180,096.87	\$853,159.28	\$595,602.45	\$843,152.02	\$1,385,497.30

Bank Balances

Jasper County Public Library

Report as of: 5/31/2007

Bank

1	Alliance Bank	\$1,020,984.48
2	Demotte State Bank	\$21,579.78
3	Alliance Bank-LIRF Acct	\$44,786.06
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$197,936.98
7	Kentland Banking Ctr- OPER CD#400039636	\$0.00
8	Kentland Banking Ctr-CPF CD#400039635	\$0.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$100,000.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$0.00

Total all banks = \$1,385,497.30

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENT - 2007

F2.1

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
7/4/2007	400039738	Kentland Bank	180 days	\$100,000	5.271%	LIRF	1/5/2007		

CLOSED INVESTMENTS:

4/6/2007	400039736	Kentland Bank	91 days	\$350,000	5.271%	OPERATING	1/5/2007	\$4,599.49	
4/6/2007	400039735	Kentland Bank	91 days	\$125,000	5.271%	CPF	1/5/2007	\$1,642.67	
5/5/2007	400039737	Kentland Bank	120 days	\$175,000	5.271%	CONSTRUCTION	1/5/2007	\$3,032.63	

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 5/1/2007 To 5/31/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$20,540.90	\$29,379.10	41.1
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$67,088.52	\$322,372.98	\$511,722.02	38.6
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$4,052.58	\$20,157.56	\$31,881.44	38.7
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,515.53	\$26,615.24	\$35,900.76	42.6
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$0.00	\$2,484.46	\$2,623.54	48.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$0.00	\$26,991.09	\$36,898.91	42.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$5,563.09	\$27,111.08	\$59,370.92	31.3
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$86,339.86	\$446,273.31	\$707,876.69	38.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$0.00	\$729.42	\$130.58	84.8
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$0.00	\$254.00	\$421.00	37.6
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$472.79	\$4,174.87	\$5,825.13	41.7
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$545.34	\$1,768.96	\$2,481.04	41.6
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$253.09	\$2,141.79	\$2,358.21	47.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$105.83	\$1,144.17	8.5
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$111.31	\$182.57	\$117.43	60.9
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$914.79	\$5,141.36	\$5,853.34	46.8
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$34.75	\$65.25	34.8
Subtotal	\$32,385.00	\$644.70	\$33,029.70	\$2,297.32	\$14,533.55	\$18,496.15	44.0
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$612.00	\$1,778.50	(\$1,478.50)	592.8
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$17.00	\$1,131.00	\$11,669.00	8.8
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$249.74	\$1,154.90	\$4,845.10	19.2
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$62.75	\$2,187.59	\$3,612.41	37.7
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$2,029.23	\$6,221.12	\$8,778.88	41.5
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$70.00	\$8,970.00	\$940.19	\$2,321.53	\$6,648.47	25.9
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$134.46	\$712.46	\$887.54	44.5
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$140.23	\$236.23	\$12,443.77	1.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$375.27	\$1,424.73	20.8
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$0.00	\$341.81	\$779.89	30.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$150.00	\$50.00	75.0
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$11,165.50	\$13,627.50	\$18,572.50	42.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$1,430.70	\$15,927.06	\$34,072.94	31.9
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$4,440.79	\$22,478.30	\$37,521.70	37.5
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$63.85	\$387.25	\$762.75	33.7
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$307.11	\$1,595.74	\$2,004.26	44.3
3.61 BUILDING & STRUCTURES	\$65,137.00	\$0.00	\$65,137.00	\$2,257.18	\$19,696.99	\$45,440.01	30.2
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$110.00	\$590.00	15.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$169.75	\$80.25	67.9
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$24.00	\$1,871.95	\$390.05	82.8
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$304.44	\$304.44	(\$29.44)	110.7
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$15.00	\$115.00	\$0.00	\$15.00	\$100.00	13.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$3,308.83	\$10,052.71	\$55,379.29	15.4
Subtotal	\$377,207.00	\$431.70	\$377,638.70	\$27,497.95	\$102,847.10	\$274,791.60	27.2
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$0.00	\$1,620.61	\$9,643.93	14.4
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$18,362.41	\$52,475.59	\$91,524.41	36.4
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$6,090.05	\$7,943.01	\$13,756.99	36.6
4.53 NONPRINTED MATERIALS	\$70,000.00	\$359.24	\$70,359.24	\$6,157.87	\$26,908.20	\$43,451.04	38.2
Subtotal	\$246,190.00	\$1,133.78	\$247,323.78	\$30,610.33	\$88,947.41	\$158,376.37	36.0
Grand Total	\$1,809,932.00	\$2,210.18	\$1,812,142.18	\$146,745.46	\$652,601.37	\$1,159,540.81	36.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06-Demco PO #7274
3/23/2007	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$70.00	Refund/Reimbursement Kalamazoo PL A/P #151
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06-Janway PO#7278-Rev
6/29/2007	100 Operating Fund	3.61 BUILDING & STRUCTURES	\$904.80	FEMA Grant Reimbursed, Snow Storm - A/P #153 (Aaron's), A/P #194 (TLC Home Imp)
4/2/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$15.00	University of Minn. Reimbursement-A/P #247
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06-Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06-Wal-Mart purchase#014133

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,114.98

Voucher List**Jasper County Public Library****Report Date: From 5/1/2007 To 5/31/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	329	JASPER COUNTY PUBLIC LIBR	5/7/2007	CD#400039637 Matured	\$175,000.00
26138	330	AARON'S LAWN CARE	5/14/2007	Lawn Care & Spring Clean-up, Rens Lib 3/28-4/27; DeM Lib 3/7-4/27/07	\$890.00
26139	331	ACE HARDWARE	5/14/2007	50' Extension Cord, Flush box lever @ DeM.	\$19.98
26140	332	ALCO DISCOUNT STORE #290	5/14/2007	Children Craft Items-Wh	\$20.96
0	333	ALLIANCE BANK	5/14/2007	Deposit Slips	\$40.92
26141	334	ALLSOURCE TELECOM, LLC	5/14/2007	Telephone system repair - Rens. Lib.	\$155.00
26142	335	AUDIO EDITIONS	5/14/2007	Audiobook Replacement	\$8.00
26143	336	BAKER & DANIELS	5/14/2007	Teleconference on FMLA & FLSA issues.	\$612.00
26144	337	BAKER & TAYLOR	5/14/2007	Books, Gift Fund Bks, Continuations, A-V	\$14,325.45
26145	338	BAKER & TAYLOR ENTERTAIN	5/14/2007	DVDs	\$182.72
26146	339	BRENDA THOMPSON	5/14/2007	Mileage-Blogging Wkshp, Rens. Lib. Mtg w/Director	\$42.68
26147	340	CAPITAL ONE, F.S.B.	5/14/2007	CIL Conference-Hotel Accom, Parking, & Meals; Music CDs, Book, CPU Memory Card, SCSI Card, CD Cleaner part	\$1,211.64
26148	341	CAPSTONE PRESS	5/14/2007	Ch. Books	\$995.85
26149	342	CHESTER TECHNOLOGIES	5/14/2007	Cisco SmartNet Annual Mtnce	\$112.00
26150	343	CULLIGAN	5/14/2007	Water Cooler Rental-May, Wh. Lib	\$9.95
26151	344	DAVIDSON TITLES INC.	5/14/2007	Books	\$453.40
26152	345	DEMCO	5/14/2007	Filament Tape, Norbond Adhesive	\$109.01
26153	346	DIANA KOOY	5/14/2007	Mileage-Bank Deposits, Mgmt Mtg, INCOLSA Wkshp	\$151.80
26154	347	DIANE OPOLSKI	5/14/2007	Mileage-T.S. Processing, ASK Mtg, Bank Deposits	\$39.77
26223	348	DISNEY EDUCATIONAL PROD	5/14/2007	Children DVDs	\$458.95
26156	349	EBSCO SUBSCRIPTION SERVI	5/14/2007	Auto Repair Reference Ctr- Online Database	\$2,496.00
26157	350	EDUCATIONAL RECORD CENT	5/14/2007	Book & CD Sets, DVDs, CDs	\$424.85
26158	351	EMILY DURAN	5/14/2007	Mileage-Spanish Outreach, ASK Mtg, Counterparts Mtg.	\$64.02
26159	352	EDUCATION NETWORKS OF A	5/14/2007	Internet Access-April, 2007	\$300.00
26160	353	EVA SUBSCRIPTION SERVICE	5/14/2007	Annual Magazine Subsc-DeM. Library	\$5,085.05
26161	354	EVELYN BRISTOL	5/14/2007	Spring Festival Balloons; Mileage-Bk Disc, Marketing Comm Mtgs	\$26.49
26162	355	FINDAWAY WORLD, LLC	5/14/2007	Digital Audiobooks	\$729.85
26163	356	GA FOODS GROUP	5/14/2007	Film Group Bk Discussion Supplies	\$11.95
26164	357	GAIL JUNG	5/14/2007	ISL Budget Wkshp Expenses; PERF Mtg Mileage	\$66.24
26165	358	GAYLORD BROS.	5/14/2007	Graphic Novel Labels, Button Maker Parts	\$57.96
26166	359	HERITAGE OFFICE PRODUCT	5/14/2007	Engraved Nametag & Name Plate-Brenda Thompson	\$25.30
26167	360	HIGHSMITH CO. INC.	5/14/2007	Spine Label Sets, Bookmarks	\$149.99
26168	361	HISTORIC LANDMARKS FOUN	5/14/2007	Annual Subscription	\$25.00
26169	362	HP PRODUCTS CORP.	5/14/2007	Vacuum Repair Parts	\$102.32
26170	363	INCOLSA	5/14/2007	Perceptions & Realities Workshop - Widner, Maxwell, Evans	\$90.00
26171	364	INGRAM	5/14/2007	Paperbacks	\$78.10
26172	365	INSPIRATIONAL DISTRIBUTOR	5/14/2007	Christian Books	\$123.45
26173	366	INTEGRITY SOFTWARE, INC	5/14/2007	SoftTrac for Windows Licenses & Server Licenses plus trade-in credit	\$702.75
26174	367	JAN WAY COMPANY	5/14/2007	Hanging Bags	\$32.78
26175	368	JASPER COUNTY HOSPITAL	5/14/2007	Qty. Water Testing-DeMotte Lib.	\$17.00
26176	369	JENNIFER L. DOUTHIT	5/14/2007	Mileage-Collections Wkshop	\$42.68
26177	370	JILL TACHTIRIS	5/14/2007	Book-Opportunities in Nursing Careers	\$9.40
26178	371	KIMBO EDUCATIONAL INC.	5/14/2007	Audiobooks	\$78.98
26179	372	KOLORTECH, INC.	5/14/2007	4' Fluorescent Bulbs (F34T12)	\$242.10

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26180	373	KONE, INC.	5/14/2007	1st Qtr 2007 Elevator Mtnce Contract	\$424.65
26181	374	K.V.ELECTRIC	5/14/2007	Parking Lot Light replacements @ DeM. Lib.	\$564.00
26182	375	LANDMARK AUDIOBOOKS	5/14/2007	Spanish Audiobook CD	\$15.98
26183	376	LIBRARY VIDEO COMPANY	5/14/2007	DVD	\$49.95
26184	377	LINDA POORTENGA	5/14/2007	INCOLSA Wkshp Expense & Mileage - Counterparts, Friends Mtg, Mgmt Mtg.	\$117.38
26185	378	MANUFACTURERS' NEWS, IN	5/14/2007	IN Mfg's Directory	\$142.95
26186	379	MARSHALL CAVENDISH CORP	5/14/2007	Children Books	\$866.01
26187	380	MIDWEST TAPE	5/14/2007	DVDs	\$101.92
26188	381	NADASC	5/14/2007	NADA Official Used Car Guides	\$132.00
26189	382	NIPSCO	5/14/2007	Wheatfield Utilities-4/4-5/3/07	\$1,577.76
26190	383	ORIENTAL TRADING CO., INC	5/14/2007	Children Craft Items-Rens. Lib. (Stencils, Wiggle Eyes, Banner, Beads, etc)	\$34.75
26191	384	PATTY STRINGFELLOW	5/14/2007	Lib. Business Phone Calls; Mileage-Branch visits, Mgmt Mtg, INCOLSA Annual Mtg, Lifelong Learning Mtg, Budget 200 Wkshop.	\$238.92
26192	385	PEGGY WOODS	5/14/2007	INCOLSA Wkshop Expenses	\$120.55
26193	386	POSTMASTER GENERAL	5/14/2007	Stamps: \$1 - 20; \$.02 - 1460	\$49.20
26194	387	PRECISION CONTROL SYSTE	5/14/2007	Boiler Repairs @ Rens. VAV Coil repaired & cleaned & supports installed @ DeM.	\$597.18
26195	388	QUILL CORPORATION	5/14/2007	Ring Binders, File Folders, Chair Mats, Index Cards, Canned Air, Tape, Envelopes, Markers	\$246.28
26196	389	RECORDED BOOKS, LLC	5/14/2007	CD Albums; Audiobooks, Replacement tapes	\$758.25
26197	390	RELIABLE OFFICE SUPPLIES	5/14/2007	Pens, Staple Remover, Binder Clips, Copy Paper	\$61.21
26198	391	RENSSELAER REPUBLICAN	5/14/2007	Annuul DeMotte Newspaper Subsc - 6/1/07-5/31/08	\$115.00
26199	392	RMC IMAGING, INC	5/14/2007	ST-200 Microfiche/Microfilm machine - 1st Installment	\$7,617.50
26200	393	ROTARY CLUB of RENSSELAER	5/14/2007	Library Membership Dues - 2007	\$24.00
26201	394	R.H. DONNELLEY	5/14/2007	Qtly Yellow Page Advertising - May, June, July	\$247.50
26202	395	FLEXPAC/SCHNAIBLE, INC.	5/14/2007	Multi-fold Towels, Gloves, Roll Towels, EnMotion Towels	\$353.38
26203	396	SCHOLASTIC INC.	5/14/2007	Children Books	\$1,263.58
26204	397	SHEILA MAXWELL	5/14/2007	Mileage-CIL, Counterparts, INCOLSA Wkshp, etc.; Postage, CIL expenses	\$374.03
26205	398	SUSAN ENGELMANN	5/14/2007	Books, DVD, Postage	\$46.45
26206	399	TEAM SOFTWARE SOLUTION	5/14/2007	Public Web Browser Annual Renewal	\$125.00
26207	400	THOMSON GALE	5/14/2007	Books	\$45.00
26208	401	TIM SCHULTZ	5/14/2007	Mileage-Board Mtgs (Feb, Mar, Apr)	\$66.93
26209	402	TRU-GREEN CHEMLAWN	5/14/2007	Crab Apple Tree Treatment - DeMotte Lib.	\$51.00
26210	403	TYSEN'S FAMILY FOOD CENT	5/14/2007	DeM Science Club & Whtfld After-School Easter Program Supplies	\$23.74
26211	404	TYSEN'S COUNTRY GROCERY	5/14/2007	DeM. Science Club Supplies	\$13.15
26212	405	ULINE	5/14/2007	CD Cases	\$109.85
26213	406	UNIQUE MANAGEMENT SERVI	5/14/2007	Collections - Initial & Secondary Placements March 2007	\$105.18
26214	407	UPSTART	5/14/2007	Posters, Summer Rdg Certificates, Pencils, Notepads, Magnifying Glasses, T-Shirts	\$229.11
26215	408	VISION SERVICE PLAN- (IN)	5/14/2007	May Premium-Vision Ins. (16 empl)	\$155.70
26216	409	WAL-MART COMMUNITY BRC	5/14/2007	DVDs, Mop refills, Works Bowl Clnr, Rust remover, Fantastik, Lysol Spray, Air Freshners, etc.	\$923.67
26217	410	WALL STREET JOURNAL	5/14/2007	Wheatfield Lib. 2 YR. Subscription	\$395.00
26218	411	WEBBALANCED TECHNOLOGI	5/14/2007	Internet Filtering Qtly Billing, 4/15-7/15/07	\$360.00
26219	412	WEST CIRCLE BOOKS	5/14/2007	Books	\$650.84
26220	413	WORKER TRAINING FUND	5/14/2007	Training Assessment Fee-2006 payable 2007	\$304.44
26221	414	YVONNE DEL VECCHIO	5/14/2007	Bingo Chips-Adult Prog.; Mileage-Collections Wkshp, Walking Bks, Counterparts Mtg.	\$92.27
26222	415	ADVANCED IMAGING SOLUTI	5/14/2007	Annual Mtnce Contract, 4-21/07-4/21/08, Lanier Copier @ DeMotte	\$807.00
150147	416	DEMCO	5/14/2007	Hang-Up Bag Rack-Construction Proj	\$47.70

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
150148	417	GAYLORD BROS.	5/14/2007	Information Signage Stand, Security Mirror, Marker Bd Easel & Markers-Wh. Constr. Project;	\$272.37
150149	418	HIGHSMITH CO. INC.	5/14/2007	Headphones-Wh. Construction Project	\$78.42
150150	419	JAN WAY COMPANY	5/14/2007	Hanging Bags-Wh. Constr. Project	\$131.13
0	420	PAYROLL	5/10/2007	PAYROLL	\$37,553.08
26224	421	ALLIED WASTE SERVICES #71	5/10/2007	Trash Service for Wheatfield-May 2007	\$58.74
26225	422	ANTHEM BLUE CROSS BLUE S	5/10/2007	Health Insurance Premium -May '07	\$8,454.45
26226	423	ANTHEM LIFE	5/10/2007	Health Insurance Premium-26 employees, May 2007	\$81.59
26227	424	EDWARD YOUNG	5/10/2007	Courier Mileage, 4/16/07-4/30/07	\$320.10
26228	425	FIRST TRUST CREDIT UNION	5/10/2007	Direct Deposits W/Held from May 10, 07 Payroll - 9 employees	\$2,448.20
26229	426	GREAT-WEST RETIREMENT S	5/10/2007	Annuity W/held from May 10, 2007 Payroll - 8 participants	\$1,210.00
0	427	INDIANA DEPARTMENT OF RE	5/10/2007	EFT-State and County Tax Withheld May '07 Ref#83138 Verf Code 26	\$3,410.75
0	428	IRS USA TAXPAYMENT	5/10/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held May 10, '07, Ref #00581980	\$8,265.65
26230	429	NETNITCO	5/10/2007	Internet Service for May 2007	\$140.23
26231	430	THE TIMES	5/10/2007	Annual Subscription-Wheatfield 5/16/07 -5/16/08	\$221.00
26232	431	TOWN OF DEMOTTE	5/10/2007	Sewer service, DeMotte Lib, March '07	\$66.50
26233	432	TOWN OF WHEATFIELD SEW	5/10/2007	Sewer Services - Wheatfield May '07	\$56.65
0	433	ROEING CORPORATION	5/10/2007	Correct entry- See A/P 191 - Qtly Mtnce	\$0.00
26234	434	AFLAC	5/25/2007	May 2007 Supplemental Insurance-Woods, Molenaar & Thompson	\$168.00
26235	435	CHICAGO TRIBUNE	5/25/2007	Subscription Renewal Wh. 5/17/07-11/14/07	\$117.00
26236	436	CITY OF RENSSELAER	5/25/2007	Rensselaer Utilities-4/10/07-5/8/07	\$2,040.80
26237	437	EDWARD YOUNG	5/25/2007	Courier Mileage, 5/1/07-5/15/07	\$320.10
26238	438	FIRST TRUST CREDIT UNION	5/25/2007	Direct Deposits W/Held from May 25, 07 Payroll - 9 employees	\$2,422.71
0	439	PAYROLL	5/25/2007	PAYROLL	\$37,708.16
26239	440	GREAT-WEST RETIREMENT S	5/25/2007	Annuity W/held from May 25, 2007 Payroll - 8 participants	\$1,210.00
0	442	IRS USA TAXPAYMENT	5/25/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held May 25, '07, Ref #00886901	\$8,265.44
26240	443	NIPSCO	5/25/2007	Utilities-DeMotte, 4/11/07-5/8/07	\$2,442.00
26242	444	OHIO CASUALTY GROUP	5/25/2007	Commercial Building Ins. & Workers Comp Ins.-5/29/07- 6/21/07	\$11,165.50

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$355,096.87

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, June 01, 2007

Patricia J. Stringfellow
Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$355,096.87**

Date this 11th day of June, 20 07.

Aimee Marie Egan Matthew M. Smith
Jody M. Smith Jan A. Floyd
Natalie Waling Susan W. Ward

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F 5

Receipt Breakdown

May 31, 2007

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,481.43	\$14,621.08
DeMotte	\$684.01	\$4,569.18		
Rensselaer	\$1,123.60	\$6,525.70		
Wheatfield	\$673.82	\$3,526.20		
PHOTOCOPIES:			\$644.06	\$3,991.19
DeMotte	\$232.91	\$1,498.00		
Rensselaer	\$268.36	\$1,469.10		
Wheatfield	\$142.79	\$1,024.09		
INTEREST:			\$1,433.43	\$14,528.21
Checking/Repurchase/Savings/CD's	\$1,433.43	\$14,528.21		
TAXES:			\$447,840.75	\$447,840.75
Property Tax	\$144,890.75	\$144,890.75		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$273,929.00	\$273,929.00		
Local Option/Property Tax Repl.	\$29,021.00	\$29,021.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$0.00	\$499.64
Rebates/Refund	\$0.00	\$184.64		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$50.00		
Interfund Reimbursement	\$0.00	\$15.00		
Credit Card Rewards Redemption	\$0.00	\$250.00		
Grant Reimbursements	\$0.00	\$0.00		
Equipment Sales	\$0.00	\$0.00		
Telephone Refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$452,399.67	\$481,480.87
PLAC FUND:.....			\$30.00	\$60.00
GIFT FUNDS:			\$2,195.00	\$16,191.34
DeMotte	\$520.00	\$7,008.37		
Rensselaer	\$1,675.00	\$7,973.47		
Wheatfield	\$0.00	\$1,209.50		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$131.08	\$869.50
BOND & INTEREST REDEMPTION FUND:			\$80,827.50	\$80,827.50
Property Tax	\$80,827.50	\$80,827.50		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$29,515.15	\$32,307.07
Interest Earned	\$477.13	\$3,069.05		
Property Tax	\$29,038.02	\$29,038.02		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Printer Return Rebate	\$0.00	\$200.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$3,033.81	\$3,587.62
Int. Earned(Chkg.,CD's,Escrow)	\$3,033.81	\$3,587.62		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$568,132.21	\$712,354.90

WITHHOLDING ACCOUNT FUNDS:

			\$27,470.24	\$130,797.12
FIT Tax Collected	\$5,500.03	\$26,575.56		
FICA Collected	\$5,515.53	\$26,615.24		
State Tax Collected	\$2,541.24	\$12,279.73		
County Tax Collected	\$959.94	\$4,702.12		
Deferred Comp Plan	\$2,420.00	\$11,652.64		
Pre-tax Insurance Plans	\$3,162.59	\$15,158.67		
Life Insurance	\$135.80	\$571.00		
PERF	\$2,064.20	\$9,465.10		
Garnishments	\$0.00	\$0.00		
Credit Union	\$4,870.91	\$22,692.46		
EIC	\$0.00	(\$115.40)		
Repayment	\$300.00	\$1,200.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$595,602.45	\$843,152.02

Voucher List**Jasper County Public Library****Report Date: From 6/1/2007 To 6/30/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	441	INDIANA DEPARTMENT OF RE	6/8/2007	EFT-State and County Tax Withheld May '07 Ref#21555 Verf Code 24	\$3,501.18
26243	445	AARON'S LAWN CARE	6/11/2007	Mow, Spray, Trim Bushes Rens Lib 5/2-5/22; DeM Lib 5/1- 5/22/07	\$560.00
26244	446	ACE HARDWARE	6/11/2007	8"x100' Garden Hose, 8"x50' Garden Hose, Paintbrushes, Primer, TSP Cleaner, Sandpaper, Roller, Tape	\$118.80
26245	447	ADVISORS MARKETING GROU	6/11/2007	Pens & Pencils w/ logo	\$419.78
26246	448	AUSTIN BOOK SALES	6/11/2007	Books	\$79.81
26247	449	BAKER & TAYLOR	6/11/2007	Books, Gift Fund Bks, Continuations, A-V	\$6,808.76
26248	450	BAKER & TAYLOR ENTERTAIN	6/11/2007	DVDs	\$59.84
26249	451	BARNES & NOBLE	6/11/2007	Book	\$12.79
26250	452	BETTER CONTAINERS MFG. C	6/11/2007	Love My Library Bags	\$462.39
26251	453	BOYCE FORMS/SYSTEMS	6/11/2007	Receipt Books	\$98.52
26252	454	BRENDA THOMPSON	6/11/2007	Mileage-Foundation Dinner, Branch Mgrs Mtg, Disaster Recovery Mtg, Director Mtg	\$59.95
26253	455	CAPITAL ONE, F.S.B.	6/11/2007	Books, Software, Mtg Expenses, and Lamp	\$776.60
26254	456	CDW GOVERNMENT, INC	6/11/2007	APC Replacement Battery	\$67.83
26255	457	CHRISTOPHER KLOCEK	6/11/2007	Summer Reading Performance	\$735.00
26256	458	CULLIGAN	6/11/2007	Wh. Water Cooler Rental-May 2007 & Water	\$49.95
26257	459	DANIEL RAYNOR	6/11/2007	Puppet show, all branches	\$600.00
26258	460	DAVIDSON TITLES INC.	6/11/2007	Books	\$21.95
26259	461	ENGAGED PATRONS.ORG	6/11/2007	Blog Hosting Service 6/1/07-5/31/08	\$95.00
26260	462	EDUCATION NETWORKS OF A	6/11/2007	Internet Access-May 2007	\$300.00
26261	463	EVA SUBSCRIPTION SERVICE	6/11/2007	Annual Magazine Subsc. Rensselaer Library	\$5,548.00
26262	464	FASE-KALUF TV & APPLIANCE	6/11/2007	Rechargeable Batteries & Charger	\$124.92
26263	465	FLEXPAC/SCHNIABLE, INC	6/11/2007	Toilet Tissue, Liners, Facial Tissue	\$305.86
26264	466	GA FOODS GROUP	6/11/2007	Film Group Discussion Supplies	\$9.35
26265	467	GLENDA BROWN	6/11/2007	Vintage Views Publication	\$10.00
26266	468	HP PRODUCTS CORP.	6/11/2007	Floor Cleaner, Glass Cleaner, Wastebasket Liners	\$103.05
26267	469	HERITAGE OFFICE PRODUCT	6/11/2007	Laser Print Cartridge	\$154.99
26268	470	INCOLSA	6/11/2007	Seminars in Cataloging(Woods & Molenaar), Blooging(Thompson, Delger, Barton, Gray, & Widner), Supervising People(Kooy & Poortenga), & Bd Mtg (Stringfellow)	\$320.00
26269	471	INFO USA MARKETING, INC.	6/11/2007	Indiana Business Directory	\$1,130.00
26270	472	INGRAM	6/11/2007	Paperbacks	\$36.73
26271	473	INSPIRATIONAL DISTRIBUTOR	6/11/2007	Christian Books	\$13.09
26272	474	JENNIFER L. DOUTHIT	6/11/2007	Mileage & Expenses for TLC Users Group Mtg	\$71.71
26273	475	KEITH EVANS	6/11/2007	Summer Reading Program (2 Branches)	\$150.00
26274	476	LAFAYETTE OFFICE SYSTEMS	6/11/2007	Service Agreement for Minolta Copier	\$637.81
26275	477	MANUFACTURERS' NEWS, IN	6/11/2007	IN Mfg's Directory	\$142.95
26276	478	LINDA POORTENGA	6/11/2007	Mileage-Book Discussion, Friends Mtg, Disaster Plan Mtg	\$38.80
26277	479	LUZ ARAMBULA	6/11/2007	Mileage & Expenses for Making Children's Lit Come Alive Workshop	\$111.11
26278	480	MELISSA J. WIDNER	6/11/2007	Summer Reading Craft	\$22.57
26279	481	MIDWEST TAPE	6/11/2007	DVDs	\$115.92
26280	482	NEAL-SCHUMAN PUBLISHERS	6/11/2007	Book on Disaster Planning	\$94.25
26281	483	PATTY STRINGFELLOW	6/11/2007	Mileage-Director's Mtg, TLC User Group, Mgmt Mtg, Disaster Recover Mtg, Budget Workshop	\$120.28
26282	484	PRECISION CONTROL SYSTE	6/11/2007	Service Agreement January - June	\$3,074.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26283	485	QUILL CORPORATION	6/11/2007	Ribbon, Folders, Labels, Sticky Notes, Markers, Sht Protector, Cartridges, Construction Paper, Paper Clips,	\$258.72
26284	486	MID AMERICAN SPECIALTIES	6/11/2007	Keychains	\$102.66
26285	487	RACHAEL CAVINDER	6/11/2007	Mileage-Library Visit/Read Story, Summer Pz Shopping, Summer Reading Drop off Pkg	\$34.92
26286	488	POWDERHORN INDUSTRIES	6/11/2007	Summer Reading Tote Bags	\$1,072.66
26287	489	RECORDED BOOKS, LLC	6/11/2007	Audiobooks	\$623.80
26288	490	REGENT BOOK CO., INC.	6/11/2007	BH & G Kitchen/Bath Ideas	\$13.17
26289	491	REICH SUPPLY CO, INC.	6/11/2007	7 Pair Zenlex Scissors	\$114.39
26290	492	RMC IMAGING, INC	6/11/2007	ST-200 Microfiche/Microfilm machine - 2nd Installment	\$3,808.00
26291	493	ROEING CORPORATION	6/11/2007	Migration Project for Window Server: May & June Payments	\$8,500.00
26292	494	ROTARY CLUB of RENSSSELAE	6/11/2007	Library Membership Dues - March/April 2007	\$24.00
26293	495	SCHOLASTIC INC.	6/11/2007	Children's Books	\$52.50
26294	496	SILLY SAFARI SHOWS, INC.	6/11/2007	Summer Reading Program - 3 Branches	\$810.00
26295	497	SUSAN ENGELMANN	6/11/2007	Summer Reading Crafts, Mileage	\$390.76
26296	498	TESS HAMEL	6/11/2007	Mileage - Work @ Wheatfield	\$21.34
26297	499	THOMSON GALE	6/11/2007	Continuations	\$1,309.05
26298	500	TIM SCHULTZ	6/11/2007	Mileage-Board Mtgs (May)	\$22.31
26299	501	TOWN OF DEMOTTE	6/11/2007	Sewer service, DeMotte Lib, April '07	\$66.50
26300	502	TRU-GREEN CHEMLAWN	6/11/2007	Crab Tree Protection Treatment-DeM. Library	\$99.00
26301	503	TYSEN'S COUNTRY GROCERY	6/11/2007	Fear Factor Supplies, Science Club Supplies	\$40.55
26302	504	UNIQUE MANAGEMENT SERVI	6/11/2007	Collections - Initial & Secondary Placements April 2007	\$360.96
26303	505	VISION SERVICE PLAN- (IN)	6/11/2007	June Premium-Vision Ins. (17 empl)	\$173.22
26304	506	WAL-MART COMMUNITY BRC	6/11/2007	DVDs, Cleaning Supplies, Copy Paper, Summer Reading Prizes	\$979.37
26305	507	WEST CIRCLE BOOKS	6/11/2007	Books	\$832.85
26306	508	WICKS AIR FILTER SERVICE, I	6/11/2007	Air Filters	\$321.81
26307	509	WORLD BOOK INC.	6/11/2007	Online Encyclopedia	\$995.00
26308	510	ZIESE PLUMBING, HEATING, &	6/11/2007	Repair Water Cooler, Solder Copper Pipe	\$92.00
26309	511	BLOOMFIELD CORPORATION	6/11/2007	Annual Contract for HVAC Mtce @ Wh 6/4/07-6/4/08	\$2,378.00
26310	512	ALCO DISCOUNT STORE #290	6/11/2007	Summer Reading Prizes & Adult Summer Reading Expenses	\$67.00
26311	513	GAIL JUNG	6/11/2007	Mileage - Carpool to Budget Workshop	\$11.64
26312	514	POSTMASTER GENERAL	6/11/2007	Postage - 43- \$.02, 2000-\$.41, 22-\$.87	\$840.00
0	515	ADVISORS MARKETING GROU	6/11/2007	Void Check # 26245 and Voucher #447	(\$419.78)
26313	516	ADVISORS MARKETING GROU	6/11/2007	Pens & Pencils w/ logo	\$399.78
0	517	CULLIGAN	6/11/2007	Void Check #26256 and Voucher #458	(\$49.95)
26314	518	CULLIGAN	6/11/2007	Wh Water Cooler Rental- May 2007 & Water	\$49.45

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$51,559.22

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, June 06, 2007

Patricia S. Stringfellow
Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$51,559.22

Date this 11 day of June, 2007.

Quinn-Marie Egan Investigator MS Quirk
Judy McArthur Gen. C. Olney
Natalie Welling Susan Deardorff

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JULY

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 9, 2007, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of June Board Meeting
Bills/Financial Reports
Policy Review (R 10-R 12)
Skill Path Seminar (R 20)

General Business

Committee Assignments (R 20)
Advance Tax Draw Resolution (R 20)
Resolution to Pay Bills with Prior Approval (R 21)
Schedule Budget Committee Date (R 21)
Wheatfield Retention Ponds (R 21)

Information
Action
Action
Discussion
Discussion

Director's Report (R 20-R 25)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

June 11, 2007
Rensselaer Library

Present: Timothy Schultz Jr., Anne-Marie Egan, Joan Floyd, Natalie Waling, Susan Deardorff, Jody Melton, Patricia Stringfellow, Sue Tobias, Sheila Maxwell, and Angela Barton.

Absent: Mari Anne Sayler

Agenda & Consent Agenda Approval: S. Deardorff moved, seconded by A-M Egan, to approve the Agenda and Consent Agenda items, minutes of the May 14 Board Meeting, monthly bills and financial reports, Salary Ordinance Update, Personnel Policy revisions, and the closing of the DeMotte Library for the 2007 DeMotte Arts and Crafts Festival. Motion passed unanimously.

Oath of Office-Jody Melton: Jody Melton was appointed to the library board by the Presidents of the Kankakee Valley and West Central School Board. He took the oath of office.

Capital Projects Fund-Notice of Adoption: The Department of Local Government Finance has approved the library's plan up to this point. The next step is to publish a Notice of Adoption one time in two papers. On a motion by J. Floyd, seconded by S. Deardorff, the board moved to publish a Notice of Adoption. Motion passed.

Advanced Draw Resolution: Property taxes will be delayed this year. In order for the library to receive tax distributions as they trickle in, the auditor requires a 30-day advanced tax draw resolution. J. Floyd made a motion to request an advanced tax draw. Motion seconded by N. Waling. Motion passed. Board signed the resolution.

LSTA Grant-Self-Checkout: We have received official word that the library has been awarded an LSTA grant for our self-checkout stations. S. Deardorff moved to approve our contract with the State Library, authorize Mari Anne Sayler and Patricia J. Stringfellow to execute the contract on behalf of the library, and authorize the director to sign it. Motion seconded by A-M Egan. Motion passed.

Correction to April Board Meeting Minutes: In the April 9, 2007 Board meeting minutes, we inadvertently referred to our Information Technology Plan 7/1/08-6/30/11 as our 2008-10 Technology Plan. The minutes need to be corrected. S. Deardorff moved to correct the minutes. J. Floyd seconded. Motion passed.

Options for Borrowing Money: Since property taxes will be delayed this year, the director did research options available for libraries to borrow money to meet their obligations. Information concerning tax anticipation loans and a line or credit was explained to the Board and a discussion ensued. As there is no need to borrow money at this time, the Director will keep the Board apprised of revenue levels and alert them if there is a need to pursue a borrowing option.

Committee Assignments: With the appointment of Jody Melton to the library board, adjustments to the 2007 Board Committees are necessary. In the absence of our President, Mari Anne Sayler, this business was tabled until the July meeting.

Marketing Library Services to Teens: Sheila Maxwell, Systems Administrator, and Angela Barton, Youth Services Assistant, presented the library's MySpace profile page and a promotional video created by staff to promote library programs and services to teens.

Director's Report: On May 25, 2007, President Bush signed a spending bill that amended the Fair Labor Standards Act to increase the federal minimum wage in three steps over the next two years. We will be talking more about this as we prepare our 2008 budget.

Open houses to introduce our new microfilm reader/printers to our communities were held in the afternoon on June 11 at the DeMotte and Rensselaer libraries.

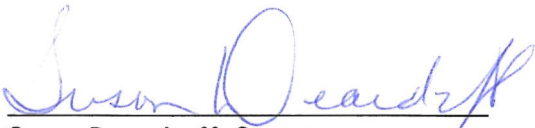
Playaways are now on shelf in each of our libraries and patrons are very excited about this new material type.

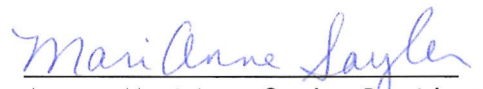
Summer Reading is underway. Each library is offering many exciting programs for participants. This year adults have been invited to participate in their own Adult Summer Reading program.

Our migration project is complete.

We are working on a Disaster Plan for the library.

With no further business, the meeting adjourned at 8:10 PM on a motion by S. Deardorff.


Susan Deardorff, Secretary


Attest: Mari Anne Sayler, President

CIRCULATION BY HOLDINGS CODE
June 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	5			5
Award Winner JE (DAJE)	90			90
Award Winner JFIC (DAJFIC)	56	3		59
Award Winner JNF (DAJNF)	15			15
Award Winner JPFIC (DAJBPF)	12			12
Award Winner YAFIC (DAYAF)	11			11
Award Winner YAPFIC (DAYPBF)	2			2
Biography (DBIO)	34	1		35
Books on CD (DBKCD)	134	20	3	157
Books on Tape (DBKT)	38	1		39
Compact Disc (DCD)	500	10	4	514
Digital Audiobooks (DDA)	4	1		5
DVD (DDVD)	1373	11	3	1387
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	54			54
Fiction (DFIC)	1509	46	29	1584
Fiction Fantasy (DFICF)	27			27
Fiction Mystery (DFICM)	278	7	5	290
Fiction Science Fiction (DFICSF)	21	2		23
Fiction Western (DFICW)	27			27
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Graphic Novels (DGN)	1			1
Hanging Bags (DHANG)	15	1	1	17
ILL (DILL)	38	1	2	41
Internet (DINTER)	1374			1374
Juv. Biography (DJBIO)	172			172
Juv. Book on CD (DJBKCD)	14			14
Juv. Book on Tape (DJBKT)	22		1	23
Juv. Compact Disc (DJCD)	26	1		27
Juvenile Easy (DJE)	1396	29	3	1428
Juv. Easy Reader (DJER)	1182	1	3	1186
Juv. Fiction (DJFIC)	1561	14	7	1582
Juv. Holiday books (DJHOL)	21			21
Juv. Magazine (DJMAG)	77			77
Juv. Music Cassette (DJMC)				0
Juv. Nonfiction (DJNF)	977	11	14	1002
Juv. Nonfic Text Bk (DJNFTB)				0
Juv. Paperback fic (DJPBF)				0
Juv. Professional Coll. (DJPRO)				0
Juv. Reference (DJREF)	4			4
Juv. Toddler (DJTOD)	203	1		204
Large Print Fiction (DLPF)	141	2		143
Large Print Nonfic (DLPNF)	2			2
Magazine (DMAG)	905		7	912
Music Cassette (DMCAS)				0

Nonfiction DVD (DNFDVD)	29	2		31
Nonfiction (DNFIC)	900	58	33	991
Nonfiction VHS (DNFVHS)	25		1	26
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPSJFic)				0
Parent Shelf Juv. NF (DPSJNF)	5	1		6
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)				0
Spanish Collection (DSPA)	4			4
Software (DSWAR)	106		5	111
Vertical File (DVF)	2			2
VHS (DVHS)	349	6	1	356
YA Biography (DYAB)	2			2
YA Books on CD (DYABKCD)	6		1	7
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	330	2	10	342
YA Nonfiction (DYANF)	51		4	55
YA Paperback Fic (DYAPBF)	205		5	210
Award Winner JBIO (RAJBIO)				0
Award Winner JE (RAJE)		2		2
Award Winner JFIC (RAJFIC)				0
Biography (RBIO)	4	36		40
Books on CD (RBKCD)	1	171	1	173
Books on Tape (RBKT)		78		78
Compact Disc (RCD)	8	386	7	401
Digital Audiobooks (RDA)		7		7
DVD (RDVD)	5	2373	4	2382
Equipment (REQP)		73		73
See librarian (RERR)				0
Express Book (REXP)		81		81
Fiction (RFIC)	43	1321	16	1380
Genealogy (RGENE)		1		1
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Graphic Novels (RGN)	1	56		57
Hanging Bag (RHANG)		40		40
ILL (RILL)		119		119
Internet (RINTER)		2828		2828
Juv. Biography (RJBIO)		26		26
Juv. Book on CD (RJBKCD)		12		12
Juv. Book on Tape (RJBKT)		38		38
Juv. Compact Disc (RJCD)		20		20
Juvenile Easy (RJE)	17	1674	5	1696
Juv. Easy Reader (RJER)	6	574	2	582
Juv. Fiction (RJFIC)	6	843	5	854
Juv. Magazine (RJMAG)		29		29
Juv. Music Cassette (RJMC)				0
Juv. Nonfiction (RJNF)	6	713	7	726
Juv. Paperback fic (RJPBF)				0
Juv. Professional Coll. (RJPRO)				0

Juv. Reference (RJREF)				0
Juv. Toddler (RJTOD)		331		331
Large Print Fiction (RLPF)	2	92	4	98
Large Print Nonfic (RLPNF)		16	1	17
Magazine (RMAG)		468		468
Music Cassette (RMCAS)				0
Non-Fiction 000 (RNF000)		6	1	7
Non-Fiction 100 (RNF100)		7		7
Non-Fiction 200 (RNF200)	1	11		12
Non-Fiction 300 (RNF300)				0
Nonfiction DVD (RNFDVD)		52	1	53
Nonfiction (RNFIC)	31	872	20	923
Nonfiction VHS (RNFVHS)	5	56		61
Professional Coll. (RPRO)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	1	35		36
Software (RSWAR)	2	83		85
Vertical File (RVF)		2		2
VHS (RVHS)	1	662	1	664
YA Biography (RYAB)		2		2
YA Books on CD (RYABKCD)	2	7		9
YA Books on Tape (RYABKT)		2		2
YA Fiction (RYAF)	14	293	6	313
YA Nonfiction (RYANF)	1	31	2	34
YA Paperback Fic (RYAPBF)				0
Award Winner JE (WAJE)				0
Biography (WBIO)	2	5	25	32
Books on CD (WBKCD)	1	22	160	183
Books on Tape (WBKT)		1	22	23
Compact Disc (WCD)	15	14	351	380
Digital Audiobooks (WDA)	1		4	5
DVD (WDVD)	8	19	1450	1477
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)	1		32	33
Fiction (WFIC)	62	38	750	850
Fiction Fantasy (WFICF)	1	3	17	21
Fiction Mystery (WFICM)	10	5	175	190
Fiction Science Fiction (WFICSF)	1		11	12
Fiction Western (WFICW)			4	4
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Graphic Novels (WGN)				0
Hanging Bags (WHANG)		4	17	21
ILL (WILL)	1	1	32	34
Internet (WINTER)			1048	1048
Juv. Biography (WJBIO)			27	27
Juv. Book on CD (WJBKCD)	1	1	7	9
Juv. Book on Tape (WJBKT)	2		11	13

Juv. Compact Disc (WJCD)			33	33
Juvenile Easy (WJE)	1	21	1367	1389
Juv. Easy Reader (WJER)	9		1072	1081
Juv. Fiction (WJFIC)	26	18	742	786
Juv. Magazine (WJMAG)			58	58
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	1	7	715	723
Juv. Paperback fic (WJPBF)				0
Juv. Professional Coll. (WJPRO)				0
Juv. Reference (WJREF)			7	7
Juv. Toddler (WJTOD)		2	262	264
Large Print Fiction (WLPF)	1	1	52	54
Large Print Nonfic (WLPNF)			3	3
Magazine (WMAG)	3	3	263	269
Nonfiction DVD (WNFDVD)	2		44	46
Nonfiction (WNFIC)	29	19	452	500
Nonfiction VHS (WNFVHS)			20	20
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)	1		6	7
Software (WSWAR)			96	96
Vertical File (WVF)			11	11
VHS (WVHS)	1	2	393	396
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)		1	4	5
YA Books on Tape (WYABKT)	1		3	4
YA Fiction (WYAF)	20	7	227	254
YA Nonfiction (WYANF)	3		42	45
YA Paperback Fic (WYAPBF)				0
TOTAL	14696	14955	10240	39891

CIRCULATION BY HOLDINGS CODE
June 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	5	0	0	5
Award Winner JE (AJE)	90	2	0	92
Award Winner JFIC (AJFIC)	56	3	0	59
Award Winner JNF (AJNF)	15	0	0	15
Award Winner JPFIC (AJPF)	12	0	0	12
Award Winner YAFIC (AYAF)	11	0	0	11
Award Winner YAPFIC (YAYPBF)	2	0	0	2
Biography (BIO)	40	42	25	107
Books on CD (BKCD)	136	213	164	513
Books on Tape (BKT)	38	80	22	140
Compact Disc (CD)	523	410	362	1295
Digital Audiobooks (DA)	5	8	4	17

DVD (DVD)	1386	2403	1457	5246
Equipment (EQP)	0	73	0	73
See librarian (ERR)	0	0	0	0
Express Book (EXP)	55	81	32	168
Fiction (FIC)	1614	1405	795	3814
Fiction Fantasy (FICF)	28	3	17	48
Fiction Mystery (FICM)	288	12	180	480
Fiction Science Fiction (FICSF)	22	2	11	35
Fiction Western (FICW)	27	0	4	31
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	2	56	0	58
Hanging Bags (HANG)	15	45	18	78
ILL (ILL)	39	121	34	194
Internet (INTR)	1374	2828	1048	5250
Juv. Biography (JBIO)	172	26	27	225
Juv. Book on CD (JBCD)	15	13	7	35
Juv. Book on Tape (JBKT)	24	38	12	74
Juv. Compact Disc (JCD)	26	21	33	80
Juvenile Easy (JE)	1414	1724	1375	4513
Juv. Easy Reader (JER)	1197	575	1077	2849
Juv. Fiction (JFIC)	1593	875	754	3222
Juv. Holiday (JHOL)	21	0	0	21
Juv. Magazine (JMAG)	77	29	58	164
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	984	731	736	2451
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	4	0	7	11
Juv. Toddler (JTOD)	203	334	262	799
Large Print Fiction (LPF)	144	95	56	295
Large Print Nonfic (LPNF)	2	16	4	22
Magazine (MAG)	908	471	270	1649
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	0	6	1	7
Non-Fiction 100 (NF100)	0	7	0	7
Non-Fiction 200 (NF200)	1	11	0	12
Non-Fiction 300 (NF300)	0	0	0	0
Non-Fiction DVD (NFDVD)	31	54	45	130
Nonfiction (NFIC)	960	949	505	2414
Nonfiction VHS (NFVH)	30	56	21	107
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	5	1	0	6
Reference (REF)	29	81	21	131
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	35	6	47
Software (SWAR)	108	83	101	292
Vertical File (VF)	2	2	11	15

VHS	351	670	395	1416
YA Biography (YAB)	2	2	0	4
YA Books on CD (YABKCD)	8	8	5	21
YA Books on Tape (YABKT)	1	2	3	6
YA Fiction (YAF)	364	302	243	909
YA Nonfiction (YANF)	55	31	48	134
YA Paperback Fic (YAPBF)	205	0	5	210
				0
Free reads	258	361	161	780
Games/Puzzles		19		19
Talking books				0
Assignment Shelf Books				0
TOTAL	14983	15416	10422	40821

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2436	1959	1256	5651
Nonfiction	1077	1269	596	2942
CHILDREN'S BOOKS				
Fiction	4565	3513	3468	11546
Nonfiction	1206	758	770	2734
YA BOOKS				
Fiction	584	358	248	1190
Nonfiction	57	33	48	138
Magazines, Adult	908	471	270	1649
Magazines, Children	77	29	58	164
Sound Recordings, adult	711	721	560	1992
Sound Recordings, ch	80	117	70	267
Online databases	0	0	0	0
Software	108	83	101	292
Vertical file	2	2	11	15
VHS/DVD	1798	3183	1918	6899
Equipment	0	73	0	73
Total	13609	12569	9374	35552
A-V Circulation	2697	4104	2649	9450
A-V Circulation as % of total	19.8%	32.7%	28.3%	26.6%

June 2007

DEMOTTE

RENSSELAER

WHEATFIELD

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

**Total
Circ.**

Fiction	94	1	2,071	79	26	1,942	99	0	1,044	5,057
Nonfiction	39	2	1,037	146	238	1,148	30	3	562	2,747

Fiction	14	200	4,362	70	16	3,179	74	1	3,206	10,747
Nonfiction	18	17	1,206	82	15	758	17	0	770	2,734

Fiction	3	0	584	21	2	358	15	0	248	1,190
Nonfiction	0	1	57	2	268	33	6	0	48	138

Magazines,Adult	908	471	270	1,649
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Magazines, Child	77	29	58	164
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Games, Toys	0
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Sound Rec/Adult	16	1	706	45	101	715	34	1	556	1,977
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Sound Rec/Child	2	6	80	0	2	117	11	1	70	267
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Software	2	1	108	0	0	83	0	3	101	292
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Vertical Files	0	0	2	6	0	2	0	0	11	15
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VHS/DVD	21	7	1.798	99	203	3.183	35	2	1.918	6.899
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Equipment	0	73	0	73
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TOTAL	209	236	12,996	544	871	12,091	321	11	8,862	33,949
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DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	61,570	58,833	38,182
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Circulation Increase/Decrease	-8.9%	2.6%	3.4%
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MONTHLY SYSTEM STATISTICS

2006

2007

% change

Current month's Circulation	34,620	33,949	-1.9%
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Jan. to date circulation	156,746	151,451	-3.4%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
16,056	16,149	11,759	11,812	10,472	10,571
16,300	16,337	19,913	19,821	8,843	8,870
Fiction					
Nonfiction					
CHILDREN'S BKS					
12,127	11,941	10,717	10,771	7,897	7,970
9,051	9,052	6,149	6,216	4,333	4,350
Fiction					
Nonfiction					
YA BOOKS					
2,090	2,093	1,970	1,989	1,552	1,567
400	399	884	618	128	134
Fiction					
Nonfiction					
Magazines,Adult					
Magazines, Child					
Games, Toys					
2,207	2,222	2,798	2,742	2,308	2,341
419	415	438	436	437	447
25	25	16	16	1	1
319	320	403	403	133	130
3	3	Software			
Vertical Files					
2,481	2,495	3,951	3,847	1,711	1,744
119	119	142	142	57	57
61,597	61,570	59,160	58,833	37,872	38,182
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

June 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	201	44	201	44	259	56	661	143
LOCAL HISTORY								
In person	1	0	28	8	0	0	29	8
Letters written	0	0	6	6	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1374	57	2828	118	1048	44	5250	219
Computer software used	184	15	138	12	83	7	405	34
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	58	8	0	0	64	9
CD ROM/Online databases	99	8	468	39	35	3	602	50
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	9	3	2	1	11	4
OTHER LIBRARY SERVICES USED								
Outreach activities	31	31	3	2	1	1	35	23
Notarized documents	8	2	6	2	1	0	15	4
Meeting Room Use (no. of group)	43	14	5	2	0	0	48	16
Study room use	21	2	11	1	16	1	48	4
Proctoring	6	3	0	0	0	0	6	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	64		500		136		700	
WIRELESS USE via patron owned pcs	6		16		14		36	
INTERLIBRARY LOANS								
Requests made for:	42	11	91	23	34	9	167	42
Items rec'd for:	29	15	81	41	21	11	131	66
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7563	7687	3824	
Non-resident, paying	1	2	0	
PLAC card users	0	2	0	
Reciprocal borrowers	410	318	71	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	5	30	21	126	14	84	40	240
Number attending	419		819		431		1669	
YA Programs (14-17)	4	24	4	24	6	36	14	84
Number attending	175		37		102		314	
Adult Programs	5	30	3	18	1	6	9	54
Number attending	621		297		40		958	
Senior Citizen Programs	9	54	5	30	3	18	17	102
Number attending	88		42		54		184	
Total Number of Programs	23	138	33	198	24	144	80	480
Total Persons Attending	1303		1195		627		3125	
Total Attending Same Month Last	607		813		624		2044	
Total Staff Hours Spent		341		504		276	1120	1110
Total Number of In-House Program	14		30		24		68	
Total Attendance	1223		1140		627		2990	
Total Number of Outreach Program	9		3		0		12	
Total Attendance	80		55		0		135	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8648	63.7%	8123	64.9%	6177	66.1%	22948	64.8%
Corporate	0	0.0%	126	1.0%	0	0.0%	126	0.4%
Juvenile 0-11	2635	19.4%	1293	10.3%	1557	16.7%	5485	15.5%
Juvenile-AV	533	3.9%	780	6.2%	666	7.1%	1979	5.6%
Nonresident No Fee	9	0.1%	144	1.2%	32	0.3%	185	0.5%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	8	0.1%	0	0.0%	8	0.0%
Reciprocal Adult	493	3.6%	417	3.3%	38	0.4%	948	2.7%
Reciprocal Juvenile	101	0.7%	0	0.0%	0	0.0%	101	0.3%
Reciprocal Juvenile AV	0	0.0%	88	0.7%	1	0.0%	89	0.3%
Reciprocal YA	18	0.1%	0	0.0%	6	0.1%	24	0.1%
Reciprocal YA AV	0	0.0%	45	0.4%	0	0.0%	45	0.1%
School	0	0.0%	5	0.0%	0	0.0%	5	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	15	0.1%	0	0.0%	15	0.0%
Staff	446	3.3%	858	6.9%	461	4.9%	1765	5.0%
Walking books	68	0.5%	55	0.4%	0	0.0%	123	0.3%
YA 12-17	263	1.9%	84	0.7%	77	0.8%	424	3.3%
YA-AV	366	2.7%	466	3.7%	330	3.5%	1162	3.3%
Total	13580		12507		9345		35432	

All items borrowed by nonresidents

621 4.6%

722 5.8%

77 0.8%

1420 4.0%

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 9th day of July, 2007.

NAY

AYE

Jody Melton

Gene-marie Egan

Mari Anne Sayler

Natalie Waring

Timothy M Schults

ATTEST:

Gene-marie Egan

Secretary of Appropriating Body, Secretary-Pro-Tem

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 9th DAY OF July, 2007.

NAY

AYE

Jody Melton
Aune Marie Egan
Mari Anne Taylor
Natalie Waling
Imvethy M. Shuck

ATTEST:

Aune Marie Egan

Secretary of the Jasper County Public Library Board
Secretary Pro-Tem

Public Relations and Public Information Policy

Recognizing our responsibility to encourage all Jasper County citizens to make effective and maximum use of the library's services and resources, the JCPL Board of Trustees adopts the following policy.

The Library will actively promote community awareness of library services. It will take such actions as are necessary to stimulate public interest in and usage of the library. The Library will work to improve public understanding and support of JCPL and its role in the community.

Employees are encouraged, as a part of their job and with permission of their supervisors, to help community organizations working for an improved quality of life in their community so that library services may be fully employed to this end.

In communities with service organizations such as Chambers of Commerce and Rotary Clubs, the library is encouraged to become a member. By so doing, the library's resources may be publicized, community needs recognized, and the library may profit from the networking affected. The staff member who serves as the library's representative may count ~~occasional meetings held during work hours~~ as library work time. ~~After-hour~~ Social activities are not considered library work time.

Approved 7/94; revised 7/07

PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
 - 1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - 1.2 Information relating to the status of any formal charges against the employee;
 - 1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.

6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

A patron's address may be given to law enforcement officials when

- Staff have good reason to believe that a patron, who has left the library before law enforcement officials can arrive, is a serious threat to himself or others and
- No other way to identify the patron is available (such as auto license number or address in phone book)

Library records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such document is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

Disclosure of library circulation records will be made in the case of parents (biological, foster, step) or legal guardians, inquiring about the materials their children aged 14 13 or under currently have on loan.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - 7.1 To qualified researchers.
 - 7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
 - 7.3 After the death of persons specified at the time of the acquisition or deposit.

7/94; last reviewed 7/05; revised 7/07

JCPL FINANCIAL STATEMENT

F1

June 30, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$131,718.17	\$784,319.54	\$24,766.54	\$506,247.41	\$496,906.70
Includes Investments of	\$0.00					
Public Library Access Card Fund	\$31.00	\$0.00	\$61.00	\$30.00	\$90.00	\$60.00
Gift Fund	\$7,588.25	\$5,853.78	\$14,197.16	\$830.32	\$17,021.66	\$10,412.75
DeMotte	\$1,222.51	\$3,868.22	\$4,014.03	\$140.22	\$7,148.59	\$4,357.07
Rensselaer	\$5,656.46	\$1,925.58	\$9,894.96	\$640.10	\$8,613.57	\$4,375.07
Wheatfield	\$709.28	\$59.98	\$288.17	\$50.00	\$1,259.50	\$1,680.61
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$129.77	\$999.27	\$144,915.83
Includes Investments of:	\$100,000					
Bond & Interest Redemption Fund	\$58,574.44	\$0.00	\$55,315.00	\$9,763.74	\$90,591.24	\$93,850.68
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$300.00	\$1,864.00	\$0.00	\$0.00	\$871.97
Capital Projects Fund	\$156,035.66	\$6,785.13	\$9,663.55	\$4,146.86	\$36,453.93	\$182,826.04
Includes Investments of	\$0					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$0.00	\$0.00	\$0.00	\$15,994.22
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$0.00	\$888.58	\$449.99	\$4,037.61	\$198,386.97
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,659.03	\$32,234.59	\$5,659.03	\$32,234.59	\$0.00
FICA Tax Collected	\$0.00	\$5,656.92	\$32,272.16	\$5,656.92	\$32,272.16	\$0.00
State Tax Collected	\$2,504.39	\$2,541.24	\$14,784.12	\$2,601.24	\$14,880.97	\$2,601.24
County Tax Collected	\$955.16	\$959.94	\$5,657.23	\$986.40	\$5,688.52	\$986.45
Deferred Comp.	\$0.00	\$2,420.00	\$14,072.64	\$2,420.00	\$14,072.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$3,162.59	\$18,332.80	\$3,162.59	\$18,321.26	(\$0.05)
Employee Life Insur.	\$0.00	\$135.80	\$706.80	\$135.80	\$706.80	\$0.00
Employee P.E.R.F.	\$5,967.65	\$0.00	\$11,405.65	\$2,072.40	\$11,537.50	\$6,099.50
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,985.73	\$26,678.19	\$3,985.73	\$26,678.19	\$0.00
EIC	\$0.00	\$0.00	(\$115.40)	\$0.00	(\$115.40)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$1,500.00	\$1,500.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$169,178.33	\$1,022,337.61	\$67,097.33	\$910,249.35	\$1,283,416.30

Bank Balances
Jasper County Public Library
Report as of: 6/30/2007

<i>Bank</i>		
1	Alliance Bank	\$915,970.53
2	Demotte State Bank	\$23,932.97
3	Alliance Bank-LIRF Acct	\$44,915.83
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$198,386.97
7	Kentland Banking Ctr- OPER CD#400039636	\$0.00
8	Kentland Banking Ctr-CPF CD#400039635	\$0.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$100,000.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$0.00
<i>Total all banks =</i>		<i>\$1,283,416.30</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 6/1/2007 To 6/30/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$24,661.04	\$25,258.96	49.4
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$68,672.27	\$391,045.25	\$443,049.75	46.9
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$4,316.58	\$24,474.14	\$27,564.86	47.0
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,656.92	\$32,272.16	\$30,243.84	51.6
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$0.00	\$2,484.46	\$2,623.54	48.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$0.00	\$26,991.09	\$36,898.91	42.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$6,432.97	\$33,544.05	\$52,937.95	38.8
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$89,198.88	\$535,472.19	\$618,677.81	46.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$98.52	\$827.94	\$32.06	96.3
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$0.00	\$254.00	\$421.00	37.6
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$550.83	\$4,725.70	\$5,274.30	47.3
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$470.51	\$2,239.47	\$2,010.53	52.7
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$449.73	\$2,591.52	\$1,908.48	57.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$105.83	\$1,144.17	8.5
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$90.82	\$90.82	\$9.18	90.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$0.00	\$182.57	\$117.43	60.9
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$660.97	\$5,802.33	\$5,192.37	52.8
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$34.75	\$65.25	34.8
Subtotal	\$32,385.00	\$644.70	\$33,029.70	\$2,321.38	\$16,854.93	\$16,174.77	51.0
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$0.00	\$1,778.50	(\$1,478.50)	592.8
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$2,295.00	\$3,426.00	\$9,374.00	26.8
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,154.90	\$4,845.10	19.2
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$840.00	\$3,027.59	\$2,772.41	52.2
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$1,331.14	\$7,552.26	\$7,447.74	50.3
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$70.00	\$8,970.00	\$416.16	\$2,737.69	\$6,232.31	30.5
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$155.29	\$867.75	\$732.25	54.2
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$140.23	\$376.46	\$12,303.54	3.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$375.27	\$1,424.73	20.8
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$502.44	\$844.25	\$277.45	75.3
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$150.00	\$50.00	75.0
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$13,627.50	\$18,572.50	42.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$783.84	\$16,710.90	\$33,289.10	33.4
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$5,392.33	\$27,870.63	\$32,129.37	46.5
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$103.35	\$490.60	\$659.40	42.7
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$307.43	\$1,903.17	\$1,696.83	52.9
3.61 BUILDING & STRUCTURES	\$65,137.00	\$904.80	\$66,041.80	\$751.00	\$20,447.99	\$45,593.81	31.0
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$110.00	\$590.00	15.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$179.70	\$70.30	71.9
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$24.00	\$1,895.95	\$366.05	83.8
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$304.44	(\$29.44)	110.7
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$15.00	\$115.00	\$0.00	\$15.00	\$100.00	13.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$6,450.77	\$16,503.48	\$48,928.52	25.2
Subtotal	\$377,207.00	\$1,336.50	\$378,543.50	\$19,502.93	\$122,350.03	\$256,193.47	32.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$0.00	\$1,620.61	\$9,643.93	14.4
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$10,143.86	\$62,619.45	\$81,380.55	43.5
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$5,811.19	\$13,754.20	\$7,945.80	63.4
4.53 NONPRINTED MATERIALS	\$70,000.00	\$359.24	\$70,359.24	\$4,739.93	\$31,648.13	\$38,711.11	45.0
Subtotal	\$246,190.00	\$1,133.78	\$247,323.78	\$20,694.98	\$109,642.39	\$137,681.39	44.3
Grand Total	\$1,809,932.00	\$3,114.98	\$1,813,046.98	\$131,718.17	\$784,319.54	\$1,028,727.44	43.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List**Jasper County Public Library****Report Date: From 6/1/2007 To 6/30/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	441	INDIANA DEPARTMENT OF RE	6/8/2007	EFT-State and County Tax Withheld May '07 Ref#21555 Verf Code 24	\$3,501.18
26243	445	AARON'S LAWN CARE	6/11/2007	Mow, Spray, Trim Bushes Rens Lib 5/2-5/22; DeM Lib 5/1- 5/22/07	\$560.00
26244	446	ACE HARDWARE	6/11/2007	8"x100' Garden Hose, 8"x50' Garden Hose, Paintbrushes, Primer, TSP Cleaner, Sandpaper, Roller, Tape	\$118.80
26245	447	ADVISORS MARKETING GROU	6/11/2007	Pens & Pencils w/ logo	\$419.78
26246	448	AUSTIN BOOK SALES	6/11/2007	Books	\$79.81
26247	449	BAKER & TAYLOR	6/11/2007	Books, Gift Fund Bks, Continuations, A-V	\$6,808.76
26248	450	BAKER & TAYLOR ENTERTAIN	6/11/2007	DVDs	\$59.84
26249	451	BARNES & NOBLE	6/11/2007	Book	\$12.79
26250	452	BETTER CONTAINERS MFG. C	6/11/2007	Love My Library Bags	\$462.39
26251	453	BOYCE FORMS/SYSTEMS	6/11/2007	Receipt Books	\$98.52
26252	454	BRENDA THOMPSON	6/11/2007	Mileage-Foundation Dinner, Branch Mgrs Mtg, Disaster Recovery Mtg, Director Mtg	\$59.95
26253	455	CAPITAL ONE, F.S.B.	6/11/2007	Books, Software, Mtg Expenses, and Lamp	\$776.60
26254	456	CDW GOVERNMENT, INC	6/11/2007	APC Replacement Battery	\$67.83
26255	457	CHRISTOPHER KLOCEK	6/11/2007	Summer Reading Performance	\$735.00
26256	458	CULLIGAN	6/11/2007	Wh. Water Cooler Rental-May 2007 & Water	\$49.95
26257	459	DANIEL RAYNOR	6/11/2007	Puppet show, all branches	\$600.00
26258	460	DAVIDSON TITLES INC.	6/11/2007	Books	\$21.95
26259	461	ENGAGED PATRONS.ORG	6/11/2007	Blog Hosting Service 6/1/07-5/31/08	\$95.00
26260	462	EDUCATION NETWORKS OF A	6/11/2007	Internet Access-May 2007	\$300.00
26261	463	EVA SUBSCRIPTION SERVICE	6/11/2007	Annual Magazine Subsc. Rensselaer Library	\$5,548.00
26262	464	FASE-KALUF TV & APPLIANCE	6/11/2007	Rechargeable Batteries & Charger	\$124.92
26263	465	FLEXPAC/SCHNIABLE, INC	6/11/2007	Toilet Tissue, Liners, Facial Tissue	\$305.86
26264	466	GA FOODS GROUP	6/11/2007	Film Group Discussion Supplies	\$9.35
26265	467	GLENDA BROWN	6/11/2007	Vintage Views Publication	\$10.00
26266	468	HP PRODUCTS CORP.	6/11/2007	Floor Cleaner, Glass Cleaner, Wastebasket Liners	\$103.05
26267	469	HERITAGE OFFICE PRODUCT	6/11/2007	Laser Print Cartridge	\$154.99
26268	470	INCOLSA	6/11/2007	Seminars in Cataloging(Woods & Molenaar), Blooging(Thompson, Delger, Barton, Gray, & Widner), Supervising People(Kooy & Poortenga), & Bd Mtg (Stringfellow)	\$320.00
26269	471	INFO USA MARKETING, INC.	6/11/2007	Indiana Business Directory	\$1,130.00
26270	472	INGRAM	6/11/2007	Paperbacks	\$36.73
26271	473	INSPIRATIONAL DISTRIBUTOR	6/11/2007	Christian Books	\$13.09
26272	474	JENNIFER L. DOUTHIT	6/11/2007	Mileage & Expenses for TLC Users Group Mtg	\$71.71
26273	475	KEITH EVANS	6/11/2007	Summer Reading Program (2 Branches)	\$150.00
26274	476	LAFAYETTE OFFICE SYSTEMS	6/11/2007	Service Agreement for Minolta Copier	\$637.81
26275	477	MANUFACTURERS' NEWS, IN	6/11/2007	IN Mfg's Directory	\$142.95
26276	478	LINDA POORTENGA	6/11/2007	Mileage-Book Discussion, Friends Mtg, Disaster Plan Mtg	\$38.80
26277	479	LUZ ARAMBULA	6/11/2007	Mileage & Expenses for Making Children's Lit Come Alive Workshop	\$111.11
26278	480	MELISSA J. WIDNER	6/11/2007	Summer Reading Craft	\$22.57
26279	481	MIDWEST TAPE	6/11/2007	DVDs	\$115.92
26280	482	NEAL-SCHUMAN PUBLISHERS	6/11/2007	Book on Disaster Planning	\$94.25
26281	483	PATTY STRINGFELLOW	6/11/2007	Mileage-Director's Mtg, TLC User Group, Mgmt Mtg, Disaster Recover Mtg, Budget Workshop	\$120.28
26282	484	PRECISION CONTROL SYSTE	6/11/2007	Service Agreement January - June	\$3,074.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26283	485	QUILL CORPORATION	6/11/2007	Ribbon, Folders, Labels, Sticky Notes, Markers, Sht Protector, Cartridges, Construction Paper, Paper Clips,	\$258.72
26284	486	MID AMERICAN SPECIALTIES	6/11/2007	Keychains	\$102.66
26285	487	RACHAEL CAVINDER	6/11/2007	Mileage-Library Visit/Read Story, Summer Pz Shopping, Summer Reading Drop off Pkg	\$34.92
26286	488	POWDERHORN INDUSTRIES	6/11/2007	Summer Reading Tote Bags	\$1,072.66
26287	489	RECORDED BOOKS, LLC	6/11/2007	Audiobooks	\$623.80
26288	490	REGENT BOOK CO., INC.	6/11/2007	BH & G Kitchen/Bath Ideas	\$13.17
26289	491	REICH SUPPLY CO, INC.	6/11/2007	7 Pair Zenlex Scissors	\$114.39
26290	492	RMC IMAGING, INC	6/11/2007	ST-200 Microfiche/Microfilm machine - 2nd Installment	\$3,808.00
26291	493	ROEING CORPORATION	6/11/2007	Migration Project for Window Server: May & June Payments	\$8,500.00
26292	494	ROTARY CLUB of RENSSELAER	6/11/2007	Library Membership Dues - March/April 2007	\$24.00
26293	495	SCHOLASTIC INC.	6/11/2007	Children's Books	\$52.50
26294	496	SILLY SAFARI SHOWS, INC.	6/11/2007	Summer Reading Program - 3 Branches	\$810.00
26295	497	SUSAN ENGELMANN	6/11/2007	Summer Reading Crafts, Mileage	\$390.76
26296	498	TESS HAMEL	6/11/2007	Mileage - Work @ Wheatfield	\$21.34
26297	499	THOMSON GALE	6/11/2007	Continuations	\$1,309.05
26298	500	TIM SCHULTZ	6/11/2007	Mileage-Board Mtgs (May)	\$22.31
26299	501	TOWN OF DEMOTTE	6/11/2007	Sewer service, DeMotte Lib, April '07	\$66.50
26300	502	TRU-GREEN CHEMLAWN	6/11/2007	Crab Tree Protection Treatment-DeM. Library	\$99.00
26301	503	TYSEN'S COUNTRY GROCERY	6/11/2007	Fear Factor Supplies, Science Club Supplies	\$40.55
26302	504	UNIQUE MANAGEMENT SERVI	6/11/2007	Collections - Initial & Secondary Placements April 2007	\$360.96
26303	505	VISION SERVICE PLAN- (IN)	6/11/2007	June Premium-Vision Ins. (17 empl)	\$173.22
26304	506	WAL-MART COMMUNITY BRC	6/11/2007	DVDs, Cleaning Supplies, Copy Paper, Summer Reading Prizes	\$979.37
26305	507	WEST CIRCLE BOOKS	6/11/2007	Books	\$832.85
26306	508	WICKS AIR FILTER SERVICE, I	6/11/2007	Air Filters	\$321.81
26307	509	WORLD BOOK INC.	6/11/2007	Online Encyclopedia	\$995.00
26308	510	ZIESE PLUMBING, HEATING, &	6/11/2007	Repair Water Cooler, Solder Copper Pipe	\$92.00
26309	511	BLOOMFIELD CORPORATION	6/11/2007	Annual Contract for HVAC Mtce @ Wh 6/4/07-6/4/08	\$2,378.00
26310	512	ALCO DISCOUNT STORE #290	6/11/2007	Summer Reading Prizes & Adult Summer Reading Expenses	\$67.00
26311	513	GAIL JUNG	6/11/2007	Mileage - Carpool to Budget Workshop	\$11.64
26312	514	POSTMASTER GENERAL	6/11/2007	Postage - 43- \$.02, 2000-\$.41, 22-\$.87	\$840.00
0	515	ADVISORS MARKETING GROU	6/11/2007	Void Check # 26245 and Voucher #447	(\$419.78)
26313	516	ADVISORS MARKETING GROU	6/11/2007	Pens & Pencils w/ logo	\$399.78
0	517	CULLIGAN	6/11/2007	Void Check #26256 and Voucher #458	(\$49.95)
26314	518	CULLIGAN	6/11/2007	Wh Water Cooler Rental- May 2007 & Water	\$49.45
26315	519	ALLIED WASTE SERVICES #71	6/8/2007	Trash Service for Wheatfield-June 2007	\$59.06
26316	520	ANTHEM BLUE CROSS BLUE S	6/8/2007	Health Insurance Premium -June '07	\$9,308.55
26317	521	ANTHEM LIFE	6/8/2007	Health Insurance Premium-24 employees, June 2007	\$81.59
26318	522	EDWARD YOUNG	6/8/2007	Courier Mileage, 5/16/07-5/31/07	\$320.10
26319	523	FIRST TRUST CREDIT UNION	6/8/2007	Direct Deposits W/Held from June 8, 07 Payroll - 8 employees	\$2,054.99
26320	524	GREAT-WEST RETIREMENT S	6/8/2007	Annuity W/held from June 8, 2007 Payroll - 8 participants	\$1,210.00
0	525	IRS USA TAXPAYMENT	6/8/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held June 8, '07, Ref #00473360	\$8,776.72
26321	526	NETNITCO	6/8/2007	Internet Service for June 2007	\$140.23
26322	527	TOWN OF WHEATFIELD SEW	6/8/2007	Sewer Services - Wheatfield June '07	\$56.65
0	528	PAYROLL	6/8/2007	PAYROLL	\$39,710.61
0	529	PAYROLL	6/25/2007	PAYROLL	\$37,398.38
26323	530	AFLAC	6/25/2007	June 2007 Supplemental Insurance-Woods, Molenaar & Thompson	\$168.00
26324	531	CITY OF RENSSELAER	6/25/2007	Rensselaer Utilities-5/9/07-6/07/07	\$2,040.50
26325	532	EDWARD YOUNG	6/25/2007	Courier Mileage, 6/1/07-6/15/07	\$320.10

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26326	533	FIRST TRUST CREDIT UNION	6/25/2007	Direct Deposits W/Held from June 25, 07 Payroll - 7 employees	\$1,930.74
26327	534	GREAT-WEST RETIREMENT S	6/25/2007	Annuity W/held from June 25, 2007 Payroll - 8 participants	\$1,210.00
0	535	IRS USA TAXPAYMENT	6/25/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held June 25, '07, Ref #00499602	\$8,196.15
26328	536	NIPSCO	6/25/2007	Utilities-DeMotte, 5/9/07-6/8/07 Utilities-Wheatfield, 5/4/07-6/4/07	\$4,324.74
26329	537	POST TRIBUNE PUBLISHING, I	6/25/2007	Wh Subscription 6/1/07 - 6/1/08 DeM Subscription 6/29/07-6/29-08	\$312.00
Total Amount of Claims					\$169,178.33

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, June 29, 2007

Patricia J. Strong/ellow
Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$169,178.33

Date this 9 day of July, 20 07.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

June 30, 2007

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,906.18	\$17,527.26
DeMotte	\$1,146.62	\$5,715.80		
Rensselaer	\$1,156.43	\$7,682.13		
Wheatfield	\$603.13	\$4,129.33		
PHOTOCOPIES:			\$622.56	\$4,613.75
DeMotte	\$180.24	\$1,678.24		
Rensselaer	\$249.77	\$1,718.87		
Wheatfield	\$192.55	\$1,216.64		
INTEREST:			\$2,828.56	\$17,356.77
Checking/Repurchase/Savings/CD's	\$2,828.56	\$17,356.77		
TAXES:			\$17,502.44	\$465,343.19
Property Tax	\$17,502.44	\$162,393.19		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$273,929.00		
Local Option/Property Tax Repl.	\$0.00	\$29,021.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$906.80	\$1,406.44
Rebates/Refund	\$0.00	\$184.64		
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$50.00		
Interfund Reimbursement	\$0.00	\$15.00		
Credit Card Rewards Redemption	\$0.00	\$250.00		
Grant Reimbursements	\$904.80	\$904.80		
Equipment Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$2.00	\$2.00		
TOTAL OPERATING FUND RECEIPTS.....			\$24,766.54	\$506,247.41
PLAC FUND:-.....			\$30.00	\$90.00
GIFT FUNDS:			\$830.32	\$17,021.66
DeMotte	\$140.22	\$7,148.59		
Rensselaer	\$640.10	\$8,613.57		
Wheatfield	\$50.00	\$1,259.50		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$129.77	\$999.27
BOND & INTEREST REDEMPTION FUND:			\$9,763.74	\$90,591.24
Property Tax	\$9,763.74	\$90,591.24		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$4,146.86	\$36,453.93
Interest Earned	\$639.14	\$3,708.19		
Property Tax	\$3,507.72	\$32,545.74		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Printer Return Rebate	\$0.00	\$200.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$449.99	\$4,037.61
Int. Earned(Chkg.,CD's,Escrow)	\$449.99	\$4,037.61		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$40,117.22	\$752,472.12

WITHHOLDING ACCOUNT FUNDS:

			\$26,980.11	\$157,777.23
FIT Tax Collected	\$5,659.03	\$32,234.59		
FICA Collected	\$5,656.92	\$32,272.16		
State Tax Collected	\$2,601.24	\$14,880.97		
County Tax Collected	\$986.40	\$5,688.52		
Deferred Comp Plan	\$2,420.00	\$14,072.64		
Pre-tax Insurance Plans	\$3,162.59	\$18,321.26		
Life Insurance	\$135.80	\$706.80		
PERF	\$2,072.40	\$11,537.50		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,985.73	\$26,678.19		
EIC	\$0.00	(\$115.40)		
Repayment	\$300.00	\$1,500.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$67,097.33	\$910,249.35

Voucher List**Jasper County Public Library****Report Date: From 7/1/2007 To 7/24/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26330	538	AARON'S LAWN CARE	7/9/2007	Lawn Care: mowing, trimming, edging at DeM (6/5-6/21) & Rens (5/30-6/26)	\$790.00
26331	539	ACE HARDWARE	7/9/2007	Painting Supplies for DeM. railings, picture hangers; YA Prog supplies	\$17.24
26332	540	ADVISORS MARKETING GROU	7/9/2007	Pens & Pencils w/custom logo - balance due	\$20.00
26333	541	ALCO DISCOUNT STORE #290	7/9/2007	Father's Day Storytime Supplies & Film	\$25.48
26334	542	BAKER & TAYLOR	7/9/2007	Books, Continuations, Gift Funds, AV	\$11,330.66
26335	543	BAKER & TAYLOR ENTERTAIN	7/9/2007	Videos, DVDs - Acct #75000998	\$261.38
26336	544	BANK OF NEW YORK	7/9/2007	Bond of 2004 - July Payment	\$160,315.00
26337	545	BIERMA HARDWARE, INC.	7/9/2007	Batteries & WD-40	\$19.93
26338	546	CAMPBELL PRINTING COMPA	7/9/2007	Self-Inking Address Stamp	\$16.00
26339	547	CENTRAL STATES SALES CO	7/9/2007	Flood Lights - 250wPAR38	\$112.80
26340	548	CIRCLE R ELECTRIC, INC.	7/9/2007	Replace Sign & Door Light-Rens; Replace exterior door light @ DeM; Replace ballast & Lamp Pole fixture @ Wh.	\$1,147.69
26341	549	CMS, INC.	7/9/2007	Annual Mtnce & Tech Support/ PC COP	\$1,227.28
26342	550	DAVIDSON TITLES INC.	7/9/2007	Books	\$37.91
26343	551	DEMCO	7/9/2007	Button Parts, Bk Jackets	\$54.12
26344	552	DIANA KOOY	7/9/2007	Summer Rdg Prizes, crafts, & supplies; Mechanical erasers for adult prizes	\$26.81
26345	553	EDUCATIONAL RECORD CENT	7/9/2007	Children Bk/CD sets	\$23.90
26346	554	EDUCATION NETWORKS OF A	7/9/2007	Internet Access, 6/1-6/30/07	\$300.00
26347	555	EVA SUBSCRIPTION SERVICE	7/9/2007	Wheatfield Library Annual Magazine Subscription	\$2,405.96
26348	556	EVELYN BRISTOL	7/9/2007	Tattoo Kit, Duct Tape, Game, Cups/Spoons- DeM Ch. Prog Supplies	\$80.80
26349	557	FINDAWAY WORLD, LLC	7/9/2007	Earbuds (75)	\$66.20
26350	558	GA FOODS GROUP	7/9/2007	Film/Movie Prog & ST200 Open House Supplies	\$37.86
26351	559	GAIL JUNG	7/9/2007	Rens. Petty Cash Reimbursement-Postage & Fish	\$43.31
26352	560	GAIL JUNG	7/9/2007	Battery Rechargers & Batteries	\$38.98
26353	561	GOODWIN FIRE EQUIPMENT, I	7/9/2007	Annual Fire Extinguisher Inspections - Rens, DeM. & Wh.	\$200.90
26354	562	INCOLSA	7/9/2007	Making Lit Come Alive Wkshp-Arambula, Cavinder, Engelmann; Access Science OnLine Subs, Ancestry Lib Ed OnLine Subs, Oxford Grove Art Online (7/1/07-6/30/08); Blogging Basic Bal due	\$3,236.21
26355	563	INDIANA DEPT. OF WORKFOR	7/9/2007	2nd Qtr 2007Unemployment Compensation Pymt	\$952.07
26356	564	INDIANA STATE LIBRARY	7/9/2007	2-PLAC Card Sales, 2nd Qtr 2007	\$60.00
26357	565	INGRAM	7/9/2007	Paperbacks	\$23.63
26358	566	INSPIRATIONAL DISTRIBUTOR	7/9/2007	Christian Books	\$65.59
1038	567	JASPER COUNTY PUBLIC LIBR	7/9/2007	Bank Transfer (to Alliance Bk)	\$23,000.00
26359	568	JENNIFER L. DOUTHIT	7/9/2007	PERF Employee Reimbursement on 2006 Overpymt of Wages	\$121.09
26360	569	JILL TACHTIRIS	7/9/2007	Reference Counterpart Mileage	\$43.65
26361	570	KANKAKEE VALLEY POST NE	7/9/2007	Rens. Subscription (7/22/07-08)	\$47.00
26362	571	KOLORTECH, INC.	7/9/2007	4' Fluorescent Tubes (F32T8/3500/LM)	\$257.64
26363	572	MICHELLE EVANS	7/9/2007	Mileage to branches: Gates PC, Wireless, Engaged Patrons software, server issues, workstation conversions, battery replacements. 1/31-6/4/07)	\$101.85
26364	573	MID AMERICAN SPECIALTIES	7/9/2007	'Open Book' Keychains (Bal due)-Marketing Supply	\$102.66
26365	574	MIDWEST TAPE	7/9/2007	DVDs	\$59.96
26366	575	NATIONAL AUTO RESEARCH	7/9/2007	Black Book - Cars of Particular Interest	\$51.75
26367	576	OED OFFICE OF ENERGY & D	7/9/2007	2nd Qtr Pymt PFEED Loan of 2002	\$2,402.97
26368	577	PATTY STRINGFELLOW	7/9/2007	Mileage- State Library Certification Planning; Branch Visits	\$116.89

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26369	578	PHIL & SON, INC.	7/9/2007	Re-keying Meeting Room Keys @ DeM., Replace north entry cylinder.	\$262.23
26370	579	POSTMASTER GENERAL	7/9/2007	Stamps: 2000- \$.41; 200-\$.02; 100-\$.01; 100-\$.03; 100-\$.26; 40-\$.1.00	\$894.00
26371	580	PRECISION CONTROL SYSTE	7/9/2007	Water Filter Cartridges; Replace Chiller Sensor & Actuator repairs @ Rens	\$1,034.30
26372	581	PROQUEST-CSA LLC	7/9/2007	Rens. Republican Microfilm, 1/1/07-4/30/07	\$73.46
26373	582	PUBLIC EMPLOYEES' RETIRE	7/9/2007	PERF 2nd Qtr Payment 2007	\$18,332.84
26374	583	QUILL CORPORATION	7/9/2007	Corr. Tape, Constr & Copy Paper, Tape, Sticky Notes, Fax, Inkjet & Toner Cartridges, pens, ring binders	\$650.95
26375	584	RACHAEL CAVINDER	7/9/2007	Jewelry Making Prog Supplies-Michaels	\$8.99
26376	585	REICH SUPPLY CO, INC.	7/9/2007	Zenlex Scissors	\$39.27
26377	586	RELIABLE EXTERMINATORS, I	7/9/2007	Exterior Pest Control Application @ Rens.	\$150.00
26378	587	RELIABLE OFFICE SUPPLIES	7/9/2007	Colored Copy Paper, Envelopes	\$170.18
26379	588	RELIANCE LABEL SOLUTIONS,	7/9/2007	Bar Code Labels	\$618.92
26380	589	RMC IMAGING, INC	7/9/2007	Final Installment ST-200 Microfilm/Microfiche Machine	\$3,809.50
26381	590	ROEING CORPORATION	7/9/2007	Windows Server Migration, July Pymt.; Qtly Tech Support Contract; Printmaster Gold, Server Licenses	\$4,197.75
26382	591	SECRETARY OF STATE	7/9/2007	Notary Bond Application for Emily Duran	\$5.00
26383	592	BRENDA THOMPSON	7/9/2007	Mileage- Dept Heads, Mgmt, LLN Mtg.	\$74.90
26384	593	THOMSON GALE	7/9/2007	Books	\$188.48
26385	594	TOWN OF WHEATFIELD SEW	7/9/2007	July Sewer Service @ Wh. Lib.	\$56.65
26386	595	TYSEN'S COUNTRY GROCERY	7/9/2007	Fear Factor Prog Supplies @ Dem	\$30.44
26387	596	TYSEN'S FAMILY FOOD CENT	7/9/2007	WH. Lib Summer Rdg, Bk Discussion, prizes, etc.	\$72.36
26388	597	UNIQUE MANAGEMENT SERVI	7/9/2007	May Collections - Initial & Secondary Placements	\$300.88
26389	598	VISION SERVICE PLAN- (IN)	7/9/2007	Vision Ins Premium-July 2007 (17 employees)	\$164.46
26390	599	WAL-MART COMMUNITY BRC	7/9/2007	DVDs, Rechargeable Batteries, YA Choc Prog supply, Elec Cord, Light Bulbs,	\$525.38
26391	600	YVONNE DEL VECCHIO	7/9/2007	Mileage-Walking Books & Movie Pick-up	\$22.02
26392	601	CULLIGAN	7/9/2007	July Water Cooler Rental & Water	\$43.95
26393	602	CAPITAL ONE, F.S.B.	7/9/2007	DVDs, Budget Wkshp Expenses, Dell Vista Upgrade	\$279.32
26230	603	NETNITCO	7/3/2007	Correct entry- A/P #429, 5/10/07. Wrong FUND	(\$140.23)
26321	604	NETNITCO	7/3/2007	Correct entry, A/P #526, 6/8/07. Wrong FUND	(\$140.23)
26230	605	NORTHWESTERN INDIANA TE	7/3/2007	May Telephone Service -DeM. Library (Correcting Fund #, see A/P #603 & 429)	\$140.23
26231	606	NORTHWESTERN INDIANA TE	7/3/2007	June Telephone Service @ DeM. Lib (Correcting Fund, see A/P #604 & 526)	\$140.23
26394	607	ALLIED WASTE SERVICES #71	7/10/2007	Trash Service for Wheatfield-July 2007 for DeMotte 7/1-9/30/07	\$150.15
26395	608	ANTHEM BLUE CROSS BLUE S	7/10/2007	Health Insurance Premium -July '07	\$8,881.50
26396	609	ANTHEM LIFE	7/10/2007	Health Insurance Premium-24 employees, July 2007	\$81.59
26397	610	EDWARD YOUNG	7/10/2007	Courier Mileage, 6/15/07-6/30/07	\$276.45
26398	611	FIRST TRUST CREDIT UNION	7/10/2007	Direct Deposits W/Held from July 10, 07 Payroll - 7 employees	\$1,703.69
26399	612	GREAT-WEST RETIREMENT S	7/10/2007	Annuity w/held from July 10, 2007 Payroll - 8 Participants	\$1,210.00
0	613	INDIANA DEPARTMENT OF RE	7/10/2007	EFT-State and County Tax Withheld July '07 Ref#58900 Verf Code 39	\$3,587.64
0	614	IRS USA TAXPAYMENT	7/10/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held July 10, '07, Ref #00821417	\$7,923.66
26400	615	NORTHWESTERN INDIANA TE	7/10/2007	Local telephone service for DeMotte June '07	\$143.08
0	616	PAYROLL	7/10/2007	PAYROLL	\$36,373.55
0	617	JASPER COUNTY PUBLIC LIBR	7/5/2007	LIRF CD#400039638 Matured	\$100,000.00
26401	618	TOWN OF DEMOTTE	7/10/2007	Sewer service, DeMotte Lib, May '07	\$68.42
26402	619	LINDA POORTENGA	7/10/2007	Bracelet Program Supplies, Mileage: Learning Network, FOL	\$80.67

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$401,729.80

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 09, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$401,729.80**

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AUG.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 13, 2007, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of July Board Meeting
Bills/Financial Reports
Policy Review (R 10)
Nonresident Borrowing Fee (R 30)
Workshop Attendance (R 30)

General Business

Wheatfield Public Library Retention Ponds (R 30)	Information
Budget 2008 (R 12- R 20)	Action
Resolution to Continue in the Public Library Internet Consortium (R 31)	Action

Director's Report (R 30-R 34)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

July 9, 2007
Rensselaer Library

Present: Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Natalie Waling, Jody Melton, Patricia Stringfellow, & Gail Jung.

Absent: Joan Floyd, Susan Deardorff

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by J. Melton, to approve the Agenda and Consent Agenda items, minutes of the June 11th Board Meeting, monthly bills and financial reports, revisions to the Public Relations & Public Information Policy and Public Records Policy, and Sue Tobias attending a Skill Path Workshop. Motion passed unanimously.

Committee Assignments: Board President Sayler appointed J. Melton to serve on the Budget and Director's Evaluation committees vacated by M. Crawford.

Advanced Draw Resolution: In order for the library to receive tax distributions as they trickle in, the auditor requires a 30-day advanced tax draw resolution. J. Melton made a motion to request the advanced tax draw. Motion seconded by A-M Egan. Motion passed. Board signed the resolution. We did receive additional property tax revenue in June as a result of our last request.

Resolution to Pay Bills with Prior Approval: Recent legislation requires libraries to update their Resolution to Pay Bills with Prior Approval to now include 'expenses incurred to advertise and promote the programs and services of the library'. A-M Egan moved, seconded by T. Schultz, to adopt a Resolution to Pay Bills with Prior Approval that includes expenses incurred to advertise and promote the programs and services of the library. Motion passed unanimously.

Budget Committee Session: S. Deardorff, J. Melton, and A-M Egan will meet at the Rensselaer Library, 2:00 PM, on either Tuesday, July 31st or Thursday, August 2, with the Library Director and Business Manager to review the 2008 Budgets before presenting to the full board at the August 13th meeting. Actual meeting date will be announced after director confers with S. Deardorff who was not in attendance.

Wheatfield Library Retention Pond: Standing water in the southwest retention pond presents the potential for an unsafe condition. According to our library attorney 'Keep Out' signs should be posted. Signs will be ordered and erected. P. Stringfellow shall contact the Town of Wheatfield to see if they have any means to help eliminate the standing water and to determine if anyone has expressed concern about the retention pond. We will also request that the town marshal monitor the retention pond area for trespassers when the library is closed. The board also directed the director to contact Jasper County Soil and Water for guidance. J. Melton will provide the name of a person to contact in this regard. Ducks have also been spotted in the pond and the Board felt these could present additional concerns.

Director's Report: The Demotte patrons have generously donated flowers and plants to fill-in bare spots on the east side of the Demotte Library. Staff have arranged and planted the donations.

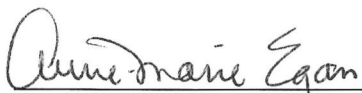
Summer Reading programs are winding down with all libraries reporting tremendous participation.

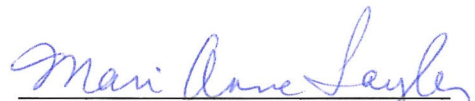
Rensselaer Library has locked the men's restroom for the summer as a result of vandalism.

The Rensselaer Library is now running video clips promoting the library and upcoming programs. These run on a continuous loop throughout the day on a pc located in the adult section of the library.

Wheatfield Friends of Library will be selling library book bags, popcorn, and sno cones at the Sandhill Crane Festival in September to raise money to benefit the library.

With no further business, the meeting adjourned at 7:40 PM on a motion by J. Melton.


A-M Egan, Secretary Pro-Tem


Attest: Mari Anne Sayler, President

CIRCULATION BY HOLDINGS CODE
July 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1	0	0	1
Award Winner JE (DAJE)	16	0	0	16
Award Winner JFIC (DAJFIC)	14	1	0	15
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	3	0	0	3
Award Winner YAFIC (DAYAF)	8	0	0	8
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	48	4	0	52
Books on CD (DBKCD)	117	0	1	118
Books on Tape (DBKT)	41	0	1	42
Compact Disc (DCD)	451	24	8	483
Digital Audiobooks (DDA)	5	0	1	6
DVD (DDVD)	1383	13	4	1400
Equipment (DEQP)	0	0	0	0
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	47	0	0	47
Fiction (DFIC)	1484	50	30	1564
Fiction Fantasy (DFICF)	37	4	1	42
Fiction Mystery (DFICM)	309	21	11	341
Fiction Science Fiction (DFICSF)	18	2	2	22
Fiction Western (DFICW)	23	0	0	23
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	1	0	0	1
Hanging Bags (DHANG)	17	0	0	17
ILL (DILL)	49	0	4	53
Internet (DINTER)	1699	0	0	1699
Juv. Biography (DJBIO)	24	1	0	25
Juv. Book on CD (DJBKCD)	19	1	1	21
Juv. Book on Tape (DJBKT)	27	0	0	27
Juv. Compact Disc (DJCD)	29	0	0	29
Juvenile Easy (DJE)	714	9	9	732
Juv. Easy Reader (DJER)	353	1	0	354
Juv. Fiction (DJFIC)	759	19	7	785
Juv. Holiday books (DJHOL)	13	0	0	13
Juv. Magazine (DJMAG)	71	0	2	73
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	485	10	15	510
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	144	2	0	146
Large Print Fiction (DLPF)	124	3	2	129
Large Print Nonfic (DLPNF)	4	0	0	4
Magazine (DMAG)	1118	5	11	1134
Music Cassette (DMCAS)	0	0	0	0

Nonfiction DVD (DNFDVD)	25	1	0	26
Nonfiction (DNFIC)	824	60	27	911
Nonfiction VHS (DNFVHS)	15	0	0	15
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	1			1
Ref. Magazine (DRMAG)	1	0	0	1
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	96	1	0	97
Vertical File (DVF)	8			8
VHS (DVHS)	362	2	1	365
YA Biography (DYAB)	4	0	0	4
YA Books on CD (DYABKCD)	9	0	2	11
YA Books on Tape (DYABKT)	1	0	0	1
YA Fiction (DYAF)	217	2	0	219
YA Nonfiction (DYANF)	41	1	1	43
YA Paperback Fic (DYAPBF)	166	7	1	174
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	34	0	37
Books on CD (RBKCD)	4	191	2	197
Books on Tape (RBKT)	2	67	1	70
Compact Disc (RCD)	6	391	7	404
Digital Audiobooks (RDA)	0	4	0	4
DVD (RDVD)	7	2402	14	2423
Equipment (REQP)	0	132	0	132
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	71	0	71
Fiction (RFIC)	53	1396	27	1476
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	41	15	56
Hanging Bag (RHANG)	0	27	0	27
ILL (RILL)	2	72	0	74
Internet (RINTER)	0	3236	0	3236
Juv. Biography (RJBIO)	0	40	0	40
Juv. Book on CD (RJBKCD)	0	7	0	7
Juv. Book on Tape (RJBKT)	4	13	0	17
Juv. Compact Disc (RJCD)	1	19	0	20
Juvenile Easy (RJE)	3	980	3	986
Juv. Easy Reader (RJER)	0	364	0	364
Juv. Fiction (RJFIC)	15	554	4	573
Juv. Magazine (RJMAG)	0	31	1	32
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	1	480	3	484
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0

Juv. Reference (RJREF)	0	3	0	3
Juv. Toddler (RJTO)	3	232	0	235
Large Print Fiction (RLPF)	2	91	5	98
Large Print Nonfic (RLPNF)	0	12	2	14
Magazine (RMAG)	1	313	2	316
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	8	0	9
Non-Fiction 100 (RNF100)	0	42	0	42
Non-Fiction 200 (RNF200)	1	59	0	60
Non-Fiction 300 (RNF300)	1	42	0	43
Nonfiction DVD (RNFDVD)	0	73	0	73
Nonfiction (RNFIC)	25	777	18	820
Nonfiction VHS (RNFVHS)	6	60	0	66
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)		5		5
Ref. Magazine (RRMAG)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	17	0	17
Software (RSWAR)	0	147	0	147
Vertical File (RVF)		2		2
VHS (RVHS)	1	639	0	640
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	4	2	6
YA Books on Tape (RYABKT)	0	1	1	2
YA Fiction (RYAF)	8	232	9	249
YA Nonfiction (RYANF)	1	22	0	23
YA Paperback Fic (RYAPBF)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	2	19	25
Books on CD (WBKCD)	7	4	143	154
Books on Tape (WBKT)	2	6	13	21
Compact Disc (WCD)	12	3	367	382
Digital Audiobooks (WDA)	0	0	4	4
DVD (WDVD)	8	24	1500	1532
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	48	48
Fiction (WFIC)	90	42	679	811
Fiction Fantasy (WFICF)	1	4	6	11
Fiction Mystery (WFICM)	6	10	138	154
Fiction Science Fiction (WFICSF)	1	0	16	17
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	0	0
Hanging Bags (WHANG)	1	0	30	31
ILL (WILL)	0	2	14	16
Internet (WINTER)	0	0	1175	1175
Juv. Biography (WJBIO)	0	0	2	2
Juv. Book on CD (WJBKCD)	0	0	5	5
Juv. Book on Tape (WJBKT)	8	0	5	13

Juv. Compact Disc (WJCD)	2	0	59	61
Juvenile Easy (WJE)	10	8	587	605
Juv. Easy Reader (WJER)	1	0	232	233
Juv. Fiction (WJFIC)	15	8	434	457
Juv. Magazine (WJMAG)	0	0	75	75
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	8	12	331	351
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	7	7
Juv. Toddler (WJTOD)	5	3	182	190
Large Print Fiction (WLPF)	3	4	40	47
Large Print Nonfic (WLPNF)	0	0	2	2
Magazine (WMAG)	13	0	289	302
Nonfiction DVD (WNFDVD)	1	0	38	39
Nonfiction (WNFIC)	24	35	368	427
Nonfiction VHS (WNFVHS)	0	0	20	20
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)				0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	1	98	99
Vertical File (WVF)			2	2
VHS (WVHS)	2	1	434	437
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	1	1
YA Fiction (WYAF)	10	9	188	207
YA Nonfiction (WYANF)	3	0	40	43
YA Paperback Fic (WYAPBF)	0	0	0	0
TOTAL	11821	13757	7859	33437

CIRCULATION BY HOLDINGS CODE
July 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	0	0	1
Award Winner JE (AJE)	16	0	0	16
Award Winner JFIC (AJFIC)	14	1	0	15
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	3	0	0	3
Award Winner YAFIC (AYAF)	8	0	0	8
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	55	40	19	114
Books on CD (BKCD)	128	195	146	469
Books on Tape (BKT)	45	73	15	133
Compact Disc (CD)	469	418	382	1269
Digital Audiobooks (DA)	5	4	5	14

DVD (DVD)	1398	2439	1518	5355
Equipment (EQP)	0	132	0	132
See librarian (ERR)	0	0	0	0
Express Book (EXP)	47	71	48	166
Fiction (FIC)	1627	1488	736	3851
Fiction Fantasy (FICF)	38	8	7	53
Fiction Mystery (FICM)	315	31	149	495
Fiction Science Fiction (FICSF)	19	2	18	39
Fiction Western (FICW)	23	0	3	26
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	1	41	15	57
Hanging Bags (HANG)	18	27	30	75
ILL (ILL)	51	74	18	143
Internet (INTR)	1699	3236	1175	6110
Juv. Biography (JBIO)	24	41	2	67
Juv. Book on CD (JBCD)	19	8	6	33
Juv. Book on Tape (JBKT)	39	13	5	57
Juv. Compact Disc (JCD)	32	19	59	110
Juvenile Easy (JE)	727	997	599	2323
Juv. Easy Reader (JER)	354	365	232	951
Juv. Fiction (JFIC)	789	581	445	1815
Juv. Holiday (JHOL)	13	0	0	13
Juv. Magazine (JMAG)	71	31	78	180
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	494	502	349	1345
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	3	7	10
Juv. Toddler (JTOD)	152	237	182	571
Large Print Fiction (LPF)	129	98	47	274
Large Print Nonfic (LPNF)	4	12	4	20
Magazine (MAG)	1132	318	302	1752
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	8	0	9
Non-Fiction 100 (NF100)	0	42	0	42
Non-Fiction 200 (NF200)	1	59	0	60
Non-Fiction 300 (NF300)	1	42	0	43
Non-Fiction DVD (NFDVD)	26	74	38	138
Nonfiction (NFIC)	873	872	413	2158
Nonfiction VHS (NFVH)	21	60	20	101
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1
Reference (REF)	65	65	10	140
Ref. Magazine (RMAG)	1	0	0	1
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	17	3	27
Software (SWAR)	96	149	98	343
Vertical File (VF)	0	2	2	4

VHS	365	642	435	1442
YA Biography (YAB)	4	2	0	6
YA Books on CD (YABKCD)	9	4	8	21
YA Books on Tape (YABKT)	1	1	2	4
YA Fiction (YAF)	235	243	197	675
YA Nonfiction (YANF)	45	23	41	109
YA Paperback Fic (YAPBF)	166	7	1	174
				0
Free reads	185	226	1100	1511
Games/Puzzles	0	0	0	0
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	12062	14043	8969	35074

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2383	1924	2108	6415
Nonfiction	1058	1231	467	2756
CHILDREN'S BOOKS				
Fiction	2055	2181	1458	5694
Nonfiction	533	546	358	1437
YA BOOKS				
Fiction	410	291	213	914
Nonfiction	49	25	41	115
Magazines, Adult	1133	318	302	1753
Magazines, Children	71	31	78	180
Sound Recordings, adult	657	695	558	1910
Sound Recordings, ch	108	67	100	275
Online databases	0	0	0	0
Software	96	149	98	343
Vertical file	0	2	2	4
VHS/DVD	1810	3215	2011	7036
Equipment	0	132	0	132
Total	10363	10807	7794	28964
A-V Circulation	2671	4126	2767	9564
A-V Circulation as % of total	25.8%	38.2%	35.5%	33.0%

July 2007

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	61,705	57,701	38,264
Circulation Increase/Decrease	-4.1%	17.8%	25.5%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2006	2007	% change
Current month's Circulation	26,191	28,964	10.6%
Jan. to date circulation	182,937	186,521	2.0%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
				ADULT BOOKS	
16,149	16,197	11,812	11,841	10,571	10,601 Fiction
16,337	16,373	19,821	19,356	8,870	8,885 Nonfiction
				CHILDREN'S BKS	
11,941	11,957	10,771	10,539	7,970	7,979 Fiction
9,052	9,124	6,216	5,798	4,350	4,363 Nonfiction
				YA BOOKS	
2,093	2,103	1,989	1,995	1,567	1,579 Fiction
399	400	618	615	134	135 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,222	2,172	2,742	2,740	2,341	2,341 Sound Rec/Adult
415	418	436	435	447	448 Sound Rec/Child
25	25	16	16	1	1 Online Databases
320	319	403	382	130	130 Software
3	3				Vertical Files
2,495	2,495	3,847	3,822	1,744	1,745 VHS/DVD
119	119	142	142	57	57 Equipment
61,570	61,705	58,833	57,701	38,182	38,264 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

July 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	210	46	128	28	259	56	597	129
LOCAL HISTORY								
In person	3	1	17	5	0	0	20	6
Letters written	1	1	6	6	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1699	71	3236	135	1175	49	6110	255
Computer software used	14	1	8	1	16	1	38	3
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	8	1	0	0	15	2
CD ROM/Online databases	3	0	31	3	3	0	37	3
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	5	2	3	1	9	3
OTHER LIBRARY SERVICES USED								
Outreach activities	20	20	2	1	0	0	22	15
Notarized documents	9	2	1	0	0	0	10	3
Meeting Room Use (no. of group)	26	9	48	16	31	10	105	35
Study room use	21	2	34	3	23	2	78	7
Proctoring	5	3	1	1	0	0	6	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	41		362		105		508	
WIRELESS USE via patron owned pcs	3		34		18		55	
INTERLIBRARY LOANS								
Requests made for:	73	18	64	16	19	5	156	39
Items rec'd for:	64	32	60	30	10	5	134	67
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7638	7756	3853	
Non-resident, paying	1	2	0	
PLAC card users	0	2	0	
Reciprocal borrowers	417	321	71	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	2	12	3	18	5	30	10	60
Children's Programs (0-13)	2	12	11	66	7	42	20	120
Number attending	157		223		231		611	
YA Programs (14-17)	4	24	1	6	1	6	6	36
Number attending	41		11		31		83	
Adult Programs	2	12	2	12	0	0	4	24
Number attending	28		130		54		212	
Senior Citizen Programs	8	48	4	24	1	6	13	78
Number attending	63		47		7		117	
Total Number of Programs	18	108	21	126	14	84	53	318
Total Persons Attending	289		411		323		1023	
Total Attending Same Month Last	64		203		84		351	
Total Staff Hours Spent		314		372		214	900	894
Total Number of In-House Program	12		16		14		42	
Total Attendance	233		328		323		884	
Total Number of Outreach Program	6		5		0		11	
Total Attendance	56		83		0		139	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7140	69.3%	7505	69.8%	4635	68.2%	19280	69.2%
Corporate	0	0.0%	96	0.9%	0	0.0%	96	0.3%
Juvenile 0-11	900	8.7%	740	6.9%	622	9.2%	2262	8.1%
Juvenile-AV	591	5.7%	720	6.7%	705	10.4%	2016	7.2%
Nonresident No Fee	11	0.1%	232	2.2%	40	0.6%	283	1.0%
Nonresident Fee	0	0.0%	6	0.1%	0	0.0%	6	0.0%
PLAC (state library card)	0	0.0%	7	0.1%	0	0.0%	7	0.0%
Reciprocal Adult	387	3.8%	232	2.2%	41	0.6%	660	2.4%
Reciprocal Juvenile	8	0.1%	36	0.3%	0	0.0%	44	0.2%
Reciprocal Juvenile AV	0	0.0%	29	0.3%	0	0.0%	29	0.1%
Reciprocal YA	11	0.1%	2	0.0%	6	0.1%	19	0.1%
Reciprocal YA AV	0	0.0%	26	0.2%	0	0.0%	26	0.1%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	20	0.2%	0	0.0%	20	0.1%
St. Joseph College	0	0.0%	32	0.3%	0	0.0%	32	0.1%
Staff	584	5.7%	536	5.0%	347	5.1%	1467	5.3%
Walking books	55	0.5%	18	0.2%	0	0.0%	73	0.3%
YA 12-17	203	2.0%	115	1.1%	101	1.5%	419	4.0%
YA-AV	417	4.0%	395	3.7%	297	4.4%	1109	4.0%
Total	10307		10747		6794		27848	

All items borrowed by nonresidents	417	4.0%	622	5.8%	87	1.3%	1126	4.0%
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ART EXHIBIT AND DISPLAY CASE USE POLICY

The Jasper County Public Library provides limited space for display of original works of art and crafts as well as display of private collections. Such exhibits are encouraged as a cultural expression of local community activity.

The use of the Library facilities for exhibits or displays is not a right but a privilege which is subject to review by an Exhibit Committee. This committee of library staff persons must approve any art work or collection before it can be displayed and will determine the most appropriate location for the exhibit.

Persons wishing to exhibit their work must ~~submit~~ sign an Exhibit and/or Display Case Agreement. ~~the attached application to the Exhibit Committee.~~

Collection displays or art exhibits may be shown at the library for no more than 60 day periods of time. An individual or group may not reserve exhibit space more than 2 times in a calendar year. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

No prices, sale notices or advertising other than the artist's name, address and phone number may be affixed to artistic pieces.

The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed there at the owner's risk.

8/94; revised 8/03; revised 8/07

Operating Fund Appropriations 2008 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2008.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas. The Department of Local Government Finance will review and approve our estimates.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.

Operating Budget-

For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

Allows for a 3% increase in January and an 80 cent compression increase across classifications in July '08 (due to the minimum wage hike effective July 24). This is in keeping with past history. Last minimum wage hike occurred in 1997.

Nannette Speacht promoted to Library Assistant II (from Assistant I).

Melissa Widner promoted to Specialist III from Specialist I due to additional webmaster responsibilities.

Added 8 clerk hours to Technical Services for processing help. Work load demands it.

Added .5 janitor/maintenance hours for each library to give each library 3 hours to work with instead of 2.5. These hours are for repair/maintenance kinds of tasks.

PERF employer contribution rate 8.75% in 2008. This percentage is dictated to us.

Unemployment rate estimated at 1.5% (max is \$105 per employee). We get firm figures close to year end.

Health Insurance rate increase was estimated at 12%. We expect to have firm figures at November Board meeting.

2.11 Official Records

Payroll/vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies

Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation

Paper products (going up in cost due to rising oil prices)

2.23 Other Operating Supplies

Osby Chemicals; redout; fluorescent tubes; outdoor bulbs; ice melt; trash bags; batteries

2.31 Building Materials and Supplies

Air filters; ceiling tiles; boiler chemicals (haven't purchased in 2 years; HVAC man hasn't expressed a need.)

2.32 Paint and Painting Supplies

Possible that librarians will want to do more improvements to their 16-year-old buildings

2.33 Repair Parts

parts for toilet repairs, vacuum, lights

2.41 Library Supplies

For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services

Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Speaker/Presenter fees, staff training, COBRA admin fee, Self-Check Install/Training, Staff Development Day Presenter, Water Testing

3.21 Telephone

Due to amount of USF credits on bill we do not need to budget as much.

3.22 Postage

Plan to implement phone tree which would reduce postage

3.23 Mileage

Courier mileage; board mileage; staff mileage (assuming 51 cents per mile)
air fare for PLA/CIL

3.24 Professional Meetings (outside training)—

Registration fees, hotel/meal expenses for staff and Board. To cover all staff and Board needs. Long Range Plan includes directives for continuing education for staff.

3.25 Freight/Express—estimated \$2000 due to gas prices

Book/nonprint shipping

3.26 Network Expenses—

(S) T-1: **\$9000** - (750/mo) - 60% is paid by USF. It's possible that the state (State Technology Grant Fund) might help with the remaining 40%, but we still have to budget the entire amount.

(S) 2nd T-1: **\$7800** - (\$650/mo) - we incur all costs until 7/08, then 60% is paid by USF. It's possible the state might help with this, but we still have to budget the entire amount. Must have, but it's a new addition to the budget

(S) T-1 Tails: **\$13,800** (575/mo/branch) - 60% paid by USF. It's possible the state might help with this, but we still have to budget the entire amount.

3.31 Advertising and Public Notices

Legal ads; help wanted ads

(04 & 05 lots of additional ads due to construction project)

3.33 Marketing/Advertising

Publicity ads; booth rental

3.41 Official Bonds

Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance

Building insurance; D & O liability insurance

3.51 Gas

Budget amount based on history

3.52 Electricity

Budget amount based on history

3.53 Water

W Culligan \$240; R municipal costs \$780

3.54 Waste Disposal Service

Sewer: D \$821; W \$680; R \$1503; Trash: D \$336; W \$720

There have been recent rate increases.

3.6 Repairs/Maintenance

3.61 Buildings/Structures

	2006	2007	2008
Painting contractors	\$0	\$1,800	\$0
Pest control	\$375	\$375	\$375
Boiler inspection	\$0	\$175	\$150
Elevator inspection (3% inc)	\$124	\$125	\$125
Fertilization, landscape grub control	\$1,800	\$2,000	\$3,215
Lawn/landscaping	\$13,000	\$8,700	\$8,200
snow removal		\$6,000	\$4,000
Building repairs	\$28,000	\$36,000	\$25,900
PFEPP	\$9,612	\$9,612	\$9,612
IDEM drinking water fee	\$233	\$150	\$200
fire & building service		\$200	\$0
TOTAL	\$53,144	\$65,137	\$51,777

3.62 Equipment Repairs

Copier drums; fire extinguisher inspection/replacement; phone

3.72 Equipment Rentals

DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues

Incolsa ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts

	2006	2007	2008
Chester A.R.C.		\$287	\$129
Chester A.R.C. Win agents			\$126
Roeing A.R.C. Win/xchange			\$277
Security Courier (5%)	\$15,225.00	\$0	\$0
Precision Controls	\$5,040	\$5,660	\$7,000
Simplex	\$3,255	\$2,200	\$2,300
Copiers (Heritage)	\$1,700	\$2,500	\$1,600
Copiers (Lafayette Office)	\$900	\$975	\$675
Copiers (Advanced Imaging)	\$800	\$900	\$825
Elevator	\$1,653	\$1,702	\$1,750
AVC (financial acctg)	\$1,200	\$1,225	\$1,225
Unique Management	\$2,000	\$2,600	\$2,800
WHEELS	\$750	\$775	\$0
Pillow Express			\$500
TLC	\$25,515	\$27,506	\$28,320
CiscoPIX firewalls (3) v. (1)	\$560	\$560	\$112
Public WebBrowser	\$100	\$100	\$135
Softtrack metering software	\$802	\$802	\$662
Cornerstone Software	\$117	\$185	\$120
SmartNet Router (DeMotte)	\$72	\$0	\$0
WebBalanced	\$1,440	\$1,560	\$1,720
Roeing		\$5,500	\$5,000
Engaged Patrons Events			\$195
Engaged Patrons Blog			\$95
Bloomfield		\$3,270	\$2,497
W Irrigation Management-Orban		\$1,000	\$1,100
McDaniel Fire Alarm Inspection		\$1,800	\$1,910
Astaro Secure Web/email sec.		\$2,965	\$0
PC Cop Management		\$1,241	\$1,228
Contentdm			\$1,105
Ghost		\$119	\$119
Forefront Security Software			\$800
Microfilm Maintenance			\$1,870
TOTAL	\$61,129	\$65,432	\$66,195

4.3 Improvements

4.4 Equipment \$10,346

- (A) Self-Check desk \$310
- (A) Self-Check mount arms \$260
- (A) Self-Check signage \$574
- (A) 1 Winsor Versamatic vacuum for either D/R \$600-just in case
- (A) public copier \$1800 (1 D; 1 R)-just in case

- (A) emergency \$500
- (R) cordless phone for circ \$277
- (R) 2 racks for music CDs (Bent Lift Vision II) \$4000 (I have encouraged Linda to research less expensive options. What she has proposed is in keeping with what DeMotte and Wheatfield use.) This will improve patron access.
- (T) unexpected need \$500
- (D) 3 bookcases for teen room (\$90 each) \$270
- (D) 2 floor rockers for teen room (\$90 each) \$180
- (D) shelving adult for music CDs \$825
- (R) literacy committee \$250

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve budgets for BIRF (Bond & Interest Redemption Fund), LIRF (Library Improvement Reserve Fund), CPF (Capital Projects Fund) and the Rainy Day Fund. These budgets are very cut and dried. They reflect decisions already made by the Board. In 2008 we should appropriate \$50,000 for the Rainy Day Fund so that we have access to these funds if you would choose to appropriate an expense from this fund. The Rainy Day fund may be used for any operating expense that the normal operating budget cannot handle.

Fund Name	Budget
Library Operating Fund	\$1,847,483
Library Improvement Reserve Fund	\$50,000
Bond & Interest Redemption Fund	\$315,118
Capital Projects Fund	\$47,000
Rainy Day Fund	\$50,000

B18

	2004 Disbursed	2005 Disbursed	2006 Budget	2006 Disbursed full year	2007 Budget	2007 Disbursed 6/30/2007	2008 Proposed Budget	% of Total 2008 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	\$52,270	\$54,367	\$47,008	\$49,427	\$49,920.00	\$24,661	\$51,686	
1.12 Salary of Assistants	\$737,710	\$760,990	\$800,477	\$798,570	\$834,095.00	\$391,045	\$857,124	
1.13 Wages of Janitor	\$40,781	\$44,132	\$52,756	\$47,064	\$52,039.00	\$24,474	\$57,644	
1.2 Employee benefits								
1.21 Employer: FICA	\$59,911	\$63,821	\$65,531	\$64,863	\$62,516.00	\$32,272	\$70,688	
1.22 Unemployment Comp	\$4,300	\$5,620	\$7,805	\$4,190	\$5,108.00	\$2,484	\$5,585	
1.23 Employer: PERF	\$43,200	\$44,613	\$50,536	\$50,322	\$63,890.00	\$26,991	\$63,748	
1.24 Employer: Group Insur.	\$51,978	\$60,059	\$73,562	\$75,823	\$86,482.00	\$33,544	\$89,736	
1.3 Other personal services								
1.31 Other personal services	\$0	\$15,820		\$120	\$100.00	\$0	\$0	
Total Personal Services	\$990,150	\$1,049,422	\$1,097,674	\$1,090,378	\$1,154,150.00	\$535,472	\$1,196,211	63.8%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	\$489	\$806	\$800	\$223	\$860.00	\$828	\$950	
2.12 Stationery/printing	\$410	\$442	\$450	\$362	\$675.00	\$254	\$550	
2.13 Other office supplies	\$8,544	\$9,609	\$9,000	\$11,166	\$10,000.00	\$4,726	\$10,000	
2.2 Operating supplies								
2.21 Cleaning/sanitation	\$3,157	\$3,858	\$3,700	\$4,345	\$4,250.00	\$2,239	\$4,750	
2.22 Fuel/oil/lubricants			\$0	\$0	\$0.00	\$0	\$0	
2.23 Other operating supplies	\$3,147	\$3,251	\$4,000	\$2,134	\$4,500.00	\$2,592	\$5,300	
2.3 Repair/maintenance supplies								
2.31 Building materials	\$1,047	\$357	\$1,500	\$612	\$1,250.00	\$106	\$750	
2.32 Painting supplies	\$28	\$0	\$100	\$0	\$100.00	\$91	\$200	
2.33 Repair parts	\$314	\$282	\$300	\$435	\$300.00	\$183	\$300	
2.4 Other supplies								
2.41 Library supplies	\$12,761	\$11,788	\$11,500	\$9,905	\$10,350.00	\$5,802	\$12,950	
2.42 Marketing supplies	\$173	\$133	\$200	\$30	\$100.00	\$35	\$150	
Total Supplies	\$30,071	\$30,525	\$31,550	\$29,213	\$32,385.00	\$16,855	\$35,900	2%

	2004 Disbursed	2005 Disbursed	2006 Budget	2006 Disbursed full year	2007 Budget	2007 Disbursed 6/30/2007	2008 Proposed Budget	% of Total 2008 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	\$0			\$0	\$0.00	\$0	\$0	
3.12 Engineer/Arch Services				\$0	\$0.00	\$0	\$0	
3.13 Legal services	\$375	\$335	\$300	\$0	\$300.00	\$1,779	\$2,500	
3.14 Other profess. services	\$7,908	\$15,753	\$4,600	\$30,744	\$12,800.00	\$3,426	\$6,891	
3.2 Communication/Transportation								
3.21 Telephone	\$6,348	\$8,116	\$5,800	\$5,982	\$6,000.00	\$1,155	\$2,300	
3.22 Postage	\$4,995	\$4,286	\$5,200	\$5,152	\$5,800.00	\$3,028	\$4,000	
3.23 Traveling expenses	\$8,820	\$11,095	\$8,800	\$14,870	\$15,000.00	\$7,552	\$18,400	
3.24 Professional mtgs	\$7,160	\$7,910	\$7,800	\$8,132	\$8,900.00	\$2,738	\$10,022	
3.25 Freight/Express	\$1,860	\$1,863	\$2,000	\$1,176	\$1,600.00	\$868	\$2,000	
3.26 Network expenses	\$5,729	\$8,370	\$7,300	\$5,101	\$12,680.00	\$376	\$30,600	
3.3 Printing/Advertising					\$0.00			
3.31 Adv/Public. of notices	\$1,504	\$1,812	\$1,500	\$767	\$1,800.00	\$375	\$900	
3.32 Printing (not offc. supply)	\$0	\$0	\$0	\$0	\$0.00	\$0	\$0	
3.33 Marketing advertising	\$646	\$276	\$550	\$356	\$775.00	\$844	\$800	
3.4 Insurance								
3.41 Official bonds	\$200	\$200	\$200	\$200	\$200.00	\$150	\$255	
3.42 Other insurance	\$35,423	\$31,975	\$37,000	\$26,599	\$32,200.00	\$13,628	\$25,529	
3.5 Utility services								
3.51 Gas	\$24,179	\$34,457	\$62,000	\$28,018	\$50,000.00	\$16,711	\$45,000	
3.52 Electricity	\$42,559	\$55,534	\$60,000	\$57,874	\$60,000.00	\$27,871	\$62,000	
3.53 Water	\$1,020	\$1,081	\$1,200	\$1,108	\$1,150.00	\$491	\$1,020	
3.54 Waste disposal service	\$2,562	\$2,775	\$3,200	\$3,338	\$3,600.00	\$1,903	\$4,060	
3.6 Repairs/maintenance					\$0.00			
3.61 Bldgs/Structures	\$87,696	\$91,431	\$62,000	\$44,054	\$65,137.00	\$20,448	\$51,777	
3.62 Equipment	\$1,238	\$1,256	\$1,000	\$314	\$700.00	\$110	\$700	
3.7 Rentals					\$0.00			
3.71 Real estate	\$221	\$0		\$0	\$0.00	\$0	\$0	

		2004 Disbursed	2005 Disbursed	2006 Budget	2006 Disbursed full year	2007 Budget	2007 Disbursed 6/30/2007	2008 Proposed Budget	% of Total 2008 budget
3.72	Equipment	\$221	\$220	\$225	\$239	\$250.00	\$180	\$240	
3.91	Dues	\$1,693	\$1,930	\$1,900	\$2,040	\$2,262.00	\$1,896	\$2,312	
3.92	Interest on loans	\$0				\$0.00	\$0	\$0	
3.93	Taxes/Assessments	\$254	\$260	\$260	\$30,687	\$275.00	\$304	\$325	
3.94	Transfer to LIRF	\$30,000	\$20,524	\$100,000	\$70,000	\$30,126.00	\$0	\$30,000	
3.95	Book reimbursement	\$102	\$145	\$100	\$133	\$100.00	\$15	\$100	
3.96	Petty cash	\$0	\$0	\$120	\$0	\$120.00	\$0	\$120	
3.97	Interview/moving expense	\$0				\$0.00	\$0		
3.98	Maintenance/service contr	\$52,196	\$63,791	\$61,129	\$49,070	\$65,432.00	\$16,503	\$66,195	
Total Other Services/Charge		\$324,909	\$365,397	\$434,184	\$385,954	\$377,207.00	\$122,350	\$368,046	21%
4 CAPITAL OUTLAYS									
4.1	Land					\$0.00	\$0	\$0	
4.2	Buildings					\$0.00	\$0	\$0	
4.3	Improvements		\$38,700		\$47,300	\$0.00	\$0	\$0	
4.4	Furniture/equipment	\$10,565	\$17,751	\$7,950	\$5,189	\$10,490.00	\$1,621	\$10,346	
4.5 Other capital outlays									
4.51	Books	\$133,668	\$134,237	\$139,000	\$126,651	\$144,000.00	\$62,619	\$144,000	
4.52	Periodicals,newspapers	\$18,320	\$19,051	\$21,700	\$18,959	\$21,700.00	\$13,754	\$20,180	
4.53	Nonprint materials	\$62,367	\$58,194	\$68,104	\$69,444	\$70,000.00	\$31,648	\$72,800	
Total Capital Outlays		\$224,919	\$267,934	\$236,754	\$267,543	\$246,190.00	\$109,642	\$247,326	14%
FUND TOTAL		\$1,570,049	\$1,713,277	\$1,800,162	\$1,773,088	\$1,809,932.00	\$784,320	\$1,847,483	

R25

Patty Stringfellow

From: Griffis, Andrew [AGriffis@library.IN.gov]

Sent: Wednesday, July 18, 2007 1:14 PM

To: inpublib@lists.in.gov

Subject: Statement from the State Librarian Regarding the Commission on Local Government Reform

Governor Mitch Daniels earlier today announced the establishment of the Commission on Local Government Reform. The bi-partisan commission will examine reforming and restructuring local government to find long-term solutions to the current property tax dilemma. The commission will report its findings and recommendations by late December in time for the Indiana General Assembly to discuss during the 2008 legislative session. The State Library's Unserved Areas Task Force will be asked to expedite their research and recommendations for resolving the unserved areas issue in order to provide suggestions to the Commission.

The Indiana statewide library community should retain a positive outlook for the future of library services and take advantage of this opportunity to improve efficiency and address long-standing issues facing Indiana libraries. While the Commission will not make policy, its findings may influence the decisions made by the Indiana General Assembly in 2008. Through keeping an optimistic and open line of communication with the Commission, Indiana's library community can clearly illustrate its purpose and help facilitate positive change.

Below you will find both the Governor's announcement and his charge to the new Commission. The State Library will keep the state's library community abreast of new developments and findings by the Commission, the State Library, and statewide library task forces.

Sincerely,

Roberta L. Brooker

Indiana State Librarian

Shepard and Kernan to Co-Chair Blue-Ribbon Commission on Local Government Reform

INDIANAPOLIS (July 18, 2007) -- Indiana Supreme Court Chief Justice Randall T. Shepard and former Governor Joe Kernan have agreed to co-chair a bipartisan commission to examine and make recommendations on reforming and restructuring local government. The Commission on Local Government Reform, announced today by Governor Mitch Daniels, will begin its work in early August.

"I can't imagine two more distinguished and respected Hoosiers to lead this effort," Daniels said. "I'm grateful to both for their willingness to serve their fellow citizens by tackling the root cause of our state's ongoing property tax problems – an outdated and costly system of local and school government."

The commission will review previous studies and analyses of local government reform in Indiana. It will also gather its own information during the process and will consider:

7/19/2007

- What local government offices might be eliminated to achieve efficiencies and cost savings for Hoosier taxpayers? Specifically, should township/county property tax assessors be abolished in favor of a uniform process managed by the state?
- What local units of government (including schools and libraries) might be successfully consolidated to reduce overhead and administrative expenses?
- What services or functions of local government might be reduced, eliminated, or provided in new ways to achieve savings for Hoosier taxpayers?
- Is a Constitutional Convention necessary or desirable as a means to achieve significant reforms in the structure and organization of Indiana state government?

In late December, the commission will publish a report to the citizens of Indiana with recommendations on how local governments can increase the efficiency and effectiveness of their operations to lower taxpayer costs. Their ideas will be available for the Indiana General Assembly to discuss during its next session beginning in January 2008.

The idea for the Commission on Local Government Reform was developed in early May – shortly after the close of this year’s session of the Indiana General Assembly. The governor initiated a series of discussions with key legislative leaders, local officials and citizens for their feedback and suggestions on the scope of the commission’s work.

Local government in Indiana has remained fundamentally unchanged since the Civil War. Today, the state has approximately 2,730 local units of government and an estimated 10,746 elected officials with the authority to tax property. Only nine states have more government than Indiana. For instance, the Hoosier State has 1,009 townships while 31 states have no township offices at all.

“The unneeded overhead of this antique system drains dollars from our school classrooms, from our public safety first responders and from the pockets of property taxpayers,” Daniels said. “Indiana will never be able to provide excellent local services at reasonable tax levels until true reform occurs.”

Additional members will be appointed to the commission in the near future. The commission will operate under the auspices of the Center for Urban Policy and the Environment at Indiana University, which will provide staff support and facilities for the commission.

-30-

Blue-Ribbon Commission on Local Government Reform

Governor’s Charge to the Commission

The purpose of the Blue-Ribbon Commission on Local Government Reform (hereafter The Commission) is to develop recommendations to reform and restructure local government in Indiana in order to increase the efficiency and effectiveness of its operations and reduce its costs to Hoosier taxpayers.

Background

Indiana currently has about 2,730 local units of government with the authority to levy property taxes.

7/19/2007

This includes 92 counties, 1,008 townships, 117 cities, 450 towns, and 293 school corporations. Only 9 states in the country have more. To govern all of these units, Indiana elects an estimated 10,746 officials – including 1,100 with responsibility for property tax assessment.

Only 11 states have more than Indiana's 92 counties. Many states that are much bigger geographically and demographically (including California, Florida, Pennsylvania, and New York) have substantially fewer counties and thus county governments. Only 18 states have more school districts. Indiana school districts range in size from more than 30,000 to fewer than 200 students, with 52 districts having fewer than 1,000 pupils. Only 13 states have more library districts. 31 states have no township government, and of the 19 states that do, only 8 have more than Indiana's 1,008 townships.

For its size and population, Indiana has far too much local government. The structure and organization of local government in the Hoosier state has remained fundamentally unchanged since the mid-19th Century, the time of the adoption of the state's second constitution. Despite the enormous economic, social, and technological changes that have occurred since that time, Indiana's system of local government would still be very recognizable to Hoosiers from the Civil War era of our history.

As a result of this "layering" of local government, a typical Hoosier pays property taxes to at least five different taxing units, and often many more. Some of these "levies" (the technical term for the share of local government spending paid by property taxes) are capped by state law and can only grow at a fixed rate per year. But other levies are not capped, and these have grown and will continue to grow in an unregulated and rapid manner. The overall result is that, during the past 20 years, property taxes have increased at more than twice the rate of inflation and tax base growth. Since levies have grown faster than the tax base, the result is increased property tax rates and a growing property tax burden for Hoosier citizens.

The chart below shows how property tax levies are divided by unit of local government in Indiana:

The table below shows how spending has increased over time for each unit of local government:

Type of Unit	1984 Levy	2005 Levy	CAGR 1984 - 2005
Library	58,566,630	245,949,235	7.07%
School	1,081,791,834	3,998,716,665	6.42%
County	388,992,566	1,347,372,151	6.09%
Township	63,804,403	219,777,503	6.07%
City/Town	360,436,278	1,177,982,764	5.80%
Special Unit	175,494,236	397,763,237	3.97%
TOTAL	2,129,085,947	7,389,367,362	6.10%

Total levy growth during this period has grown at twice the rate of inflation (3%) and tax base growth (2.9%)

Meanwhile, state subsidies for local government spending, in the form of property tax relief credits (PTRC) have skyrocketed, more than doubling since 2002. In the first year of this biennial budget, the state will provide a record level of \$2.3 billion in property tax relief (including both PTRC and fees from the sale of gaming licenses at Indiana's two horse tracks). Without such payments, property tax bills would be even higher.

The unneeded overhead of this antique system drains dollars from our school classrooms, from our

Work of the Commission

The Commission is charged with reviewing previous studies and analyses of local government reform and restructuring in Indiana, as well as gathering any and all additional information it deems necessary, in order to bring to the people of Indiana, by the end of 2007, a set of proposals for changing the structure, organization and the absolute number of units of local government (and local officials) in order to achieve efficiencies and reduce the financial burden of local government on the taxpayers of Indiana. The Commission should not limit itself to what appears to be politically expedient or achievable, but rather should develop recommendations that, if adopted, would make a real difference in the operation and cost of local government.

In conducting its work, the Commission should seek to answer the following simple but critical questions about the future of local government in the Hoosier state:

1. What local government offices might be eliminated to achieve efficiencies and cost savings for Hoosier taxpayers? In specific, should township/county property tax assessors be abolished in favor of a uniform process managed by the state?
2. What local units of government (including schools and libraries) might be successfully consolidated to reduce overhead and administrative expenses?
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4. Is a Constitutional Convention necessary or desirable as a means to achieve significant reforms in the structure and organization of Indiana state government?

Patty Stringfellow

From: Griffis, Andrew [AGriffis@library.IN.gov]

Sent: Wednesday, July 25, 2007 2:55 PM

To: Griffis, Andrew

Subject: Governor Daniels Announces New Members of Commission on Local Government Reform

New Members of Commission on Local Government Reform Announced

INDIANAPOLIS – On July 20, 2007, Governor Mitch Daniels announced additional members of the Commission on Local Government Reform. Earlier this week, Daniels asked Indiana Supreme Court Chief Justice Randall T. Shepard and former Governor Joe Kernan to co-chair a bipartisan commission that will examine and make recommendations on reforming and restructuring local government.

New commission members include:

- Sue Anne Gilroy, Indianapolis, currently vice president of development of St. Vincent Hospital and executive director of the St. Vincent Foundation. She served as Indiana Secretary of State from 1994 to 2002.
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- John Stafford, Fort Wayne, director of the Community Research Institute at Indiana University-Purdue University Fort Wayne. He served, for more than 20 years, in a variety of capacities in Fort Wayne and Allen County government.

"I'm appreciative that these highly respected and superbly qualified individuals have agreed to serve on the commission," Daniels said. "Hoosiers will greatly benefit from their recommendations on how local governments can increase the efficiency and effectiveness of their operations to lower taxpayer costs."

The commission will begin their work in August. In late December, they will publish a report to the citizens of Indiana. Their ideas will be available for the Indiana General Assembly to discuss during its next session beginning in January 2008.

-30-

For more information about the Commission on Local Government Reform visit the State Library's [Newsroom](#).

B25

Patty Stringfellow

From: Griffis, Andrew [AGriffis@library.IN.gov]

Sent: Wednesday, July 18, 2007 1:14 PM

To: inpublib@lists.in.gov

Subject: Statement from the State Librarian Regarding the Commission on Local Government Reform

Governor Mitch Daniels earlier today announced the establishment of the Commission on Local Government Reform. The bi-partisan commission will examine reforming and restructuring local government to find long-term solutions to the current property tax dilemma. The commission will report its findings and recommendations by late December in time for the Indiana General Assembly to discuss during the 2008 legislative session. The State Library's Unserved Areas Task Force will be asked to expedite their research and recommendations for resolving the unserved areas issue in order to provide suggestions to the Commission.

The Indiana statewide library community should retain a positive outlook for the future of library services and take advantage of this opportunity to improve efficiency and address long-standing issues facing Indiana libraries. While the Commission will not make policy, its findings may influence the decisions made by the Indiana General Assembly in 2008. Through keeping an optimistic and open line of communication with the Commission, Indiana's library community can clearly illustrate its purpose and help facilitate positive change.

Below you will find both the Governor's announcement and his charge to the new Commission. The State Library will keep the state's library community abreast of new developments and findings by the Commission, the State Library, and statewide library task forces.

Sincerely,

Roberta L. Brooker

Indiana State Librarian

Shepard and Kernan to Co-Chair Blue-Ribbon Commission on Local Government Reform

INDIANAPOLIS (July 18, 2007) -- Indiana Supreme Court Chief Justice Randall T. Shepard and former Governor Joe Kernan have agreed to co-chair a bipartisan commission to examine and make recommendations on reforming and restructuring local government. The Commission on Local Government Reform, announced today by Governor Mitch Daniels, will begin its work in early August.

"I can't imagine two more distinguished and respected Hoosiers to lead this effort," Daniels said. "I'm grateful to both for their willingness to serve their fellow citizens by tackling the root cause of our state's ongoing property tax problems – an outdated and costly system of local and school government."

The commission will review previous studies and analyses of local government reform in Indiana. It will also gather its own information during the process and will consider:

7/19/2007

- What local government offices might be eliminated to achieve efficiencies and cost savings for Hoosier taxpayers? Specifically, should township/county property tax assessors be abolished in favor of a uniform process managed by the state?
- What local units of government (including schools and libraries) might be successfully consolidated to reduce overhead and administrative expenses?
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In late December, the commission will publish a report to the citizens of Indiana with recommendations on how local governments can increase the efficiency and effectiveness of their operations to lower taxpayer costs. Their ideas will be available for the Indiana General Assembly to discuss during its next session beginning in January 2008.

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-30-

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RESOLUTION TO CHANGE A NON RESIDENT FEE

Whereas, IC 20-14-2-8 requires that an individual non resident fee be established for a local library card issued to an Indiana resident who is not a resident of the library district and that the minimum fee that the board may set is the greater of \$25 or the library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana State Library's annual "Statistics of Indiana Libraries", the Jasper County Public Library Board resolves to establish a non resident fee of \$64, effective August 14, 2007.

Be it further resolved that this fee will remain in effect until such time that the Library Board passes a new non resident fee resolution.

Adopted this 13th day of August, 2007.

NAY

AYE

Natalie Ubling
Jody Melton
Genevieve Egan
Mari Anne Taylor
Jean A. Ileya
Timothy M. Schultz

Attest:

Genevieve Egan

Secretary of Library Board

COMMITMENT TO JOIN PUBLIC LIBRARY INTERNET CONSORTIUM

for

FUNDING YEAR 2008 - JULY 1, 2008 THROUGH JUNE 30, 2009

Whereas, Jasper County Public Library Board of Trustees desires the library to be part of the Indiana Public Library Internet consortium; and,

Whereas, Jasper County Public Library Board of Trustees agree to follow all the rules of being part of the Indiana Public Library Internet Consortium including:

1. The library will filter all computers in order to receive the e-rate discount portion of the consortium Internet cost. The library can choose to not filter, can be in the consortium, can still be considered for the State Technology Fund portion of the Internet cost, but shall assume the financial responsibility of paying the e-rate discount portion of the Internet cost, if not filtering all computers.
2. Include total cost of Internet in one or more fund budgets
3. File all forms, except Form 470, with Schools & Libraries Division

Therefore, Jasper County Public Library Board of Trustees do pass this resolution at a public library board of trustees meeting and agree to all the terms of the Public Library Internet Consortium.

Dated the 13th day of August, 2007.

NAY

AYE

Natalie Waling
Jody Melton
Renee Marie Egan
Mari Anne Sayler
Jean A. Flayd
Kimberly H. Schultz

Renee Marie Egan
(Attest by Secretary)

JCPL FINANCIAL STATEMENT

F1

July 31, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$135,336.87	\$919,656.41	\$43,588.43	\$549,835.84	\$405,158.26
Includes Investments of	\$0.00					
Public Library Access Card Fund	\$31.00	\$60.00	\$121.00	\$0.00	\$90.00	\$0.00
Gift Fund	\$7,588.25	\$4,063.71	\$18,260.87	\$874.50	\$17,896.16	\$7,223.54
DeMotte	\$1,222.51	\$2,521.00	\$6,535.03	\$64.50	\$7,213.09	\$1,900.57
Rensselaer	\$5,656.46	\$1,435.06	\$11,330.02	\$310.00	\$8,923.57	\$3,250.01
Wheatfield	\$709.28	\$107.65	\$395.82	\$500.00	\$1,759.50	\$2,072.96
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$2,720.73	\$3,720.00	\$147,636.56
Includes Investments of:	\$0.00					
Bond & Interest Redemption Fund	\$58,574.44	\$160,315.00	\$215,630.00	\$20,446.27	\$111,037.51	(\$46,018.05)
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$300.00	\$2,164.00	\$0.00	\$0.00	\$571.97
Capital Projects Fund	\$156,035.66	\$2,896.00	\$12,559.55	\$7,982.61	\$44,436.54	\$187,912.65
Includes Investments of	\$0.00					
Host/Hospitality Fund	\$0.00	\$45.75	\$45.75	\$45.75	\$45.75	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$0.00	\$0.00	\$0.00	\$15,994.22
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$0.00	\$888.58	\$566.93	\$4,604.54	\$198,953.90
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,169.39	\$37,403.98	\$5,169.39	\$37,403.98	\$0.00
FICA Tax Collected	\$0.00	\$5,282.38	\$37,554.54	\$5,282.38	\$37,554.54	\$0.00
State Tax Collected	\$2,504.39	\$2,601.24	\$17,385.36	\$2,436.19	\$17,317.16	\$2,436.19
County Tax Collected	\$955.16	\$986.40	\$6,643.63	\$914.18	\$6,602.70	\$914.23
Deferred Comp.	\$0.00	\$2,420.00	\$16,492.64	\$2,420.00	\$16,492.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$3,162.59	\$21,495.39	\$3,162.59	\$21,483.85	(\$0.05)
Employee Life Insur.	\$0.00	\$135.80	\$842.60	\$135.80	\$842.60	\$0.00
Employee P.E.R.F.	\$5,967.65	\$6,099.50	\$17,505.15	\$1,960.49	\$13,497.99	\$1,960.49
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,444.89	\$30,123.08	\$3,444.89	\$30,123.08	\$0.00
EIC	\$0.00	\$0.00	(\$115.40)	\$0.00	(\$115.40)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$1,800.00	\$1,800.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$332,319.52	\$1,354,657.13	\$101,451.13	\$1,011,700.48	\$1,052,547.91

Bank Balances
Jasper County Public Library
Report as of: 7/31/2007

<i>Bank</i>		
1	Alliance Bank	\$701,582.55
2	Demotte State Bank	\$4,164.90
3	Alliance Bank-LIRF Acct	\$147,636.56
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$198,953.90
7	Kentland Banking Ctr- OPER CD#400039636	\$0.00
8	Kentland Banking Ctr-CPF CD#400039635	\$0.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$0.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$0.00
<i>Total all banks =</i>		<i>\$1,052,547.91</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

INVESTMENTS - 2007

F2.1

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

4/6/2007	400039736	Kentland Bank	91 days	\$350,000	5.271%	OPERATING	1/5/2007	\$4,599.49	
4/6/2007	400039735	Kentland Bank	91 days	\$125,000	5.271%	CPF	1/5/2007	\$1,642.67	
5/5/2007	400039737	Kentland Bank	120 days	\$175,000	5.271%	CONSTRUCTION	1/5/2007	\$3,032.63	
7/4/2007	400039738	Kentland Bank	180 days	\$100,000	5.271%	LIRF	1/5/2007	\$2,599.40	

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 7/1/2007 To 7/31/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$28,781.18	\$21,138.82	57.7
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$63,894.17	\$454,939.42	\$379,155.58	54.5
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$4,199.55	\$28,673.69	\$23,365.31	55.1
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,282.38	\$37,554.54	\$24,961.46	60.1
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$952.07	\$3,436.53	\$1,671.47	67.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$12,354.43	\$39,345.52	\$24,544.48	61.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$5,997.16	\$39,541.21	\$46,940.79	45.7
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$96,799.90	\$632,272.09	\$521,877.91	54.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$0.00	\$827.94	\$32.06	96.3
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$0.00	\$254.00	\$421.00	37.6
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$5.49	\$10,005.49	\$762.44	\$5,488.14	\$4,517.35	54.9
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$0.00	\$2,239.47	\$2,010.53	52.7
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$484.10	\$3,075.62	\$1,424.38	68.3
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$113.60	\$219.43	\$1,030.57	17.6
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$9.34	\$100.16	(\$0.16)	100.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$0.00	\$182.57	\$117.43	60.9
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$952.27	\$6,754.60	\$4,240.10	61.4
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$34.75	\$65.25	34.8
Subtotal	\$32,385.00	\$650.19	\$33,035.19	\$2,321.75	\$19,176.68	\$13,858.51	58.0
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$0.00	\$1,778.50	(\$1,478.50)	592.8
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$0.00	\$3,426.00	\$9,374.00	26.8
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$423.54	\$1,578.44	\$4,421.56	26.3
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$935.45	\$3,963.04	\$1,836.96	68.3
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$932.58	\$8,484.84	\$6,515.16	56.6
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$70.00	\$8,970.00	\$233.96	\$2,971.65	\$5,998.35	33.1
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$18.35	\$886.10	\$713.90	55.4
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	(\$280.46)	\$96.00	\$12,584.00	0.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$375.27	\$1,424.73	20.8
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$122.66	\$966.91	\$154.79	86.2
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$5.00	\$155.00	\$45.00	77.5
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$13,627.50	\$18,572.50	42.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$510.56	\$17,221.46	\$32,778.54	34.4
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$5,839.11	\$33,709.74	\$26,290.26	56.2
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$97.85	\$588.45	\$561.55	51.2
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$406.47	\$2,309.64	\$1,290.36	64.2
3.61 BUILDING & STRUCTURES	\$65,137.00	\$904.80	\$66,041.80	\$5,673.59	\$26,121.58	\$39,920.22	39.6
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$200.90	\$310.90	\$389.10	44.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$189.65	\$60.35	75.9
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$0.00	\$1,895.95	\$366.05	83.8
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$304.44	(\$29.44)	110.7
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$15.00	\$115.00	\$0.00	\$15.00	\$100.00	13.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$2,778.16	\$19,281.64	\$46,150.36	29.5
Subtotal	\$377,207.00	\$1,336.50	\$378,543.50	\$17,907.67	\$140,257.70	\$238,285.80	37.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$0.00	\$1,620.61	\$9,643.93	14.4
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$10,988.13	\$73,607.58	\$70,392.42	51.1
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$2,682.42	\$16,436.62	\$5,263.38	75.7
4.53 NONPRINTED MATERIALS	\$70,000.00	\$359.24	\$70,359.24	\$4,637.00	\$36,285.13	\$34,074.11	51.6
Subtotal	\$246,190.00	\$1,133.78	\$247,323.78	\$18,307.55	\$127,949.94	\$119,373.84	51.7
Grand Total	\$1,809,932.00	\$3,120.47	\$1,813,052.47	\$135,336.87	\$919,656.41	\$893,396.06	50.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
7/30/2007	100 Operating Fund	2.13 OTHER OFFICE SUPPLIES	\$5.49	Refund (Defective Product) Quill A/P #388
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06-Demco PO #7274
3/23/2007	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$70.00	Refund/Reimbursement Kalamazoo PL A/P #151
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06-Janway PO#7278-Rev
6/29/2007	100 Operating Fund	3.61 BUILDING & STRUCTURES	\$904.80	FEMA Grant Reimbursed, Snow Storm - A/P #153 (Aaron's), A/P #194 (TLC Home Imp)
4/2/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$15.00	University of Minn. Reimbursement-A/P #247
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06-Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06-Wal-Mart purchase#014133

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,120.47

Voucher List

Jasper County Public Library

Report Date: From 7/1/2007 To 7/31/2007

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26330	538	AARON'S LAWN CARE	7/9/2007	Lawn Care: mowing, trimming, edging at DeM (6/5-6/21) & Rens (5/30-6/26)	\$790.00
26331	539	ACE HARDWARE	7/9/2007	Painting Supplies for DeM. railings, picture hangers; YA Prog supplies	\$17.24
26332	540	ADVISORS MARKETING GROU	7/9/2007	Pens & Pencils w/custom logo - balance due	\$20.00
26333	541	ALCO DISCOUNT STORE #290	7/9/2007	Father's Day Storytime Supplies & Film	\$25.48
26334	542	BAKER & TAYLOR	7/9/2007	Books, Continuations, Gift Funds, AV	\$11,330.66
26335	543	BAKER & TAYLOR ENTERTAIN	7/9/2007	Videos, DVDs - Acct #75000998	\$261.38
26336	544	BANK OF NEW YORK	7/9/2007	Bond of 2004 - July Payment	\$160,315.00
26337	545	BIERMA HARDWARE, INC.	7/9/2007	Batteries & WD-40	\$19.93
26338	546	CAMPBELL PRINTING COMPA	7/9/2007	Self-Inking Address Stamp	\$16.00
26339	547	CENTRAL STATES SALES CO	7/9/2007	Flood Lights - 250wPAR38	\$112.80
26340	548	CIRCLE R ELECTRIC, INC.	7/9/2007	Replace Sign & Door Light-Rens; Replace exterior door light @ DeM; Replace ballast & Lamp Pole fixture @ Wh.	\$1,147.69
26341	549	CMS, INC.	7/9/2007	Annual Mtnc & Tech Support/ PC COP	\$1,227.28
26342	550	DAVIDSON TITLES INC.	7/9/2007	Books	\$37.91
26343	551	DEMCO	7/9/2007	Button Parts, Bk Jackets	\$54.12
26344	552	DIANA KOOY	7/9/2007	Summer Rdg Prizes, crafts, & supplies; Mechanical erasers for adult prizes	\$26.81
26345	553	EDUCATIONAL RECORD CENT	7/9/2007	Children Bk/CD sets	\$23.90
26346	554	EDUCATION NETWORKS OF A	7/9/2007	Internet Access, 6/1-6/30/07	\$300.00
26347	555	EVA SUBSCRIPTION SERVICE	7/9/2007	Wheatfield Library Annual Magazine Subscription	\$2,405.96
26348	556	EVELYN BRISTOL	7/9/2007	Tattoo Kit, Duct Tape, Game, Cups/Spoons- DeM Ch. Prog Supplies	\$80.80
26349	557	FINDAWAY WORLD, LLC	7/9/2007	Earbuds (75)	\$66.20
26350	558	GA FOODS GROUP	7/9/2007	Film/Movie Prog & ST200 Open House Supplies	\$37.86
26351	559	GAIL JUNG	7/9/2007	Rens. Petty Cash Reimbursement-Postage & Fish	\$43.31
26352	560	GAIL JUNG	7/9/2007	Battery Rechargers & Batteries	\$38.98
26353	561	GOODWIN FIRE EQUIPMENT, I	7/9/2007	Annual Fire Extinguisher Inspections - Rens, DeM. & Wh.	\$200.90
26354	562	INCOLSA	7/9/2007	Making Lit Come Alive Wkshp-Arambula, Cavinder, Engelmann; Access Science OnLine Subs, Ancestry Lib Ed OnLine Subs, Oxford Grove Art Online (7/1/07-6/30/08); Blogging Basic Bal due	\$3,236.21
26355	563	INDIANA DEPT. OF WORKFOR	7/9/2007	2nd Qtr 2007Unemployment Compensation Pymt	\$952.07
26356	564	INDIANA STATE LIBRARY	7/9/2007	2-PLAC Card Sales, 2nd Qtr 2007	\$60.00
26357	565	INGRAM	7/9/2007	Paperbacks	\$23.63
26358	566	INSPIRATIONAL DISTRIBUTOR	7/9/2007	Christian Books	\$65.59
1038	567	JASPER COUNTY PUBLIC LIBR	7/9/2007	Bank Transfer (to Alliance Bk)	\$23,000.00
26359	568	JENNIFER L. DOUTHIT	7/9/2007	PERF Employee Reimbursement on 2006 Overpymt of Wages	\$121.09
26360	569	JILL TACHTIRIS	7/9/2007	Reference Counterpart Mileage	\$43.65
26361	570	KANKAKEE VALLEY POST NE	7/9/2007	Rens. Subscription (7/22/07-08)	\$47.00
26362	571	KOLORTECH, INC.	7/9/2007	4' Fluorescent Tubes (F32T8/3500/LM)	\$257.64
26363	572	MICHELLE EVANS	7/9/2007	Mileage to branches: Gates PC, Wireless, Engaged Patrons software, server issues, workstation conversions, battery replacements. 1/31-6/4/07)	\$101.85
26364	573	MID AMERICAN SPECIALTIES	7/9/2007	'Open Book' Keychains (Bal due)-Marketing Supply	\$102.66
26365	574	MIDWEST TAPE	7/9/2007	DVDs	\$59.96
26366	575	NATIONAL AUTO RESEARCH	7/9/2007	Black Book - Cars of Particular Interest	\$51.75
26367	576	OED OFFICE OF ENERGY & D	7/9/2007	2nd Qtr Pymt PFEED Loan of 2002	\$2,402.97
26368	577	PATTY STRINGFELLOW	7/9/2007	Mileage- State Library Certification Planning; Branch Visits	\$116.89

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26369	578	PHIL & SON, INC.	7/9/2007	Re-keying Meeting Room Keys @ DeM., Replace north entry cylinder.	\$262.23
26370	579	POSTMASTER GENERAL	7/9/2007	Stamps: 2000- \$.41; 200-\$.02; 100-\$.01; 100-\$.03; 100-\$.26; 40-\$.100	\$894.00
26371	580	PRECISION CONTROL SYSTE	7/9/2007	Water Filter Cartridges; Replace Chiller Sensor & Actuator repairs @ Rens	\$1,034.30
26372	581	PROQUEST-CSA LLC	7/9/2007	Rens. Republican Microfilm, 1/1/07-4/30/07	\$73.46
26373	582	PUBLIC EMPLOYEES' RETIRE	7/9/2007	PERF 2nd Qtr Payment 2007	\$18,332.84
26374	583	QUILL CORPORATION	7/9/2007	Corr. Tape, Constr & Copy Paper, Tape, Sticky Notes, Fax, Inkjet & Toner Cartridges, pens, ring binders	\$650.95
26375	584	RACHAEL CAVINDER	7/9/2007	Jewelry Making Prog Supplies-Michaels	\$8.99
26376	585	REICH SUPPLY CO, INC.	7/9/2007	Zenlex Scissors	\$39.27
26377	586	RELIABLE EXTERMINATORS, I	7/9/2007	Exterior Pest Control Application @ Rens.	\$150.00
26378	587	RELIABLE OFFICE SUPPLIES	7/9/2007	Colored Copy Paper, Envelopes	\$170.18
26379	588	RELIAANCE LABEL SOLUTIONS,	7/9/2007	Bar Code Labels	\$618.92
26380	589	RMC IMAGING, INC	7/9/2007	Final Installment ST-200 Microfilm/Microfiche Machine	\$3,809.50
26381	590	ROEING CORPORATION	7/9/2007	Windows Server Migration, July Pymt.; Qlty Tech Support Contract; Printmaster Gold, Server Licenses	\$4,197.75
26382	591	SECRETARY OF STATE	7/9/2007	Notary Bond Application for Emily Duran	\$5.00
26383	592	BRENDA THOMPSON	7/9/2007	Mileage- Dept Heads, Mgmt, LLN Mtg.	\$74.90
26384	593	THOMSON GALE	7/9/2007	Books	\$188.48
26385	594	TOWN OF WHEATFIELD SEW	7/9/2007	July Sewer Service @ Wh. Lib.	\$56.65
26386	595	TYSEN'S COUNTRY GROCERY	7/9/2007	Fear Factor Prog Supplies @ Dem	\$30.44
26387	596	TYSEN'S FAMILY FOOD CENT	7/9/2007	WH. Lib Summer Rdg, Bk Discussion, prizes, etc.	\$72.36
26388	597	UNIQUE MANAGEMENT SERVI	7/9/2007	May Collections - Initial & Secondary Placements	\$300.88
26389	598	VISION SERVICE PLAN- (IN)	7/9/2007	Vision Ins Premium-July 2007 (17 employees)	\$164.46
26390	599	WAL-MART COMMUNITY BRC	7/9/2007	DVDs, Rechargeable Batteries, YA Choc Prog supply, Elec Cord, Light Bulbs,	\$525.38
26391	600	YVONNE DEL VECCHIO	7/9/2007	Mileage-Walking Books & Movie Pick-up	\$22.02
26392	601	CULLIGAN	7/9/2007	July Water Cooler Rental & Water	\$43.95
26393	602	CAPITAL ONE, F.S.B.	7/9/2007	DVDs, Budget Wkshp Expenses, Dell Vista Upgrade	\$279.32
26230	603	NETNITCO	7/3/2007	Correct entry- A/P #429, 5/10/07. Wrong FUND	(\$140.23)
26321	604	NETNITCO	7/3/2007	Correct entry, A/P #526, 6/8/07. Wrong FUND	(\$140.23)
26230	605	NORTHWESTERN INDIANA TE	7/3/2007	May Telephone Service -DeM. Library (Correcting Fund #, see A/P #603 & 429)	\$140.23
26231	606	NORTHWESTERN INDIANA TE	7/3/2007	June Telephone Service @ DeM. Lib (Correcting Fund, see A/P #604 & 526)	\$140.23
26394	607	ALLIED WASTE SERVICES #71	7/10/2007	Trash Service for Wheatfield-July 2007 for DeMotte 7/1-9/30/07	\$150.15
26395	608	ANTHEM BLUE CROSS BLUE S	7/10/2007	Health Insurance Premium -July '07	\$8,881.50
26396	609	ANTHEM LIFE	7/10/2007	Health Insurance Premium-24 employees, July 2007	\$81.59
26397	610	EDWARD YOUNG	7/10/2007	Courier Mileage, 6/15/07-6/30/07	\$276.45
26398	611	FIRST TRUST CREDIT UNION	7/10/2007	Direct Deposits W/Held from July 10, 07 Payroll - 7 employees	\$1,703.69
26399	612	GREAT-WEST RETIREMENT S	7/10/2007	Annuity w/held from July 10, 2007 Payroll - 8 Participants	\$1,210.00
0	613	INDIANA DEPARTMENT OF RE	7/10/2007	EFT-State and County Tax Withheld July '07 Ref#58900 Verf Code 39	\$3,587.64
0	614	IRS USA TAXPAYMENT	7/10/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held July 10, '07, Ref #00821417	\$7,923.66
26400	615	NORTHWESTERN INDIANA TE	7/10/2007	Local telephone service for DeMotte June '07	\$143.08
0	616	PAYROLL	7/10/2007	PAYROLL	\$36,373.55
0	617	JASPER COUNTY PUBLIC LIBR	7/5/2007	LIRF CD#400039638 Matured	\$100,000.00
26401	618	TOWN OF DEMOTTE	7/10/2007	Sewer service, DeMotte Lib, May '07	\$68.42
26402	619	LINDA POORTENGA	7/10/2007	Bracelet Program Supplies, Mileage: Learning Network, FOL	\$80.67
26275	620	MANUFACTURERS' NEWS, IN	7/16/2007	Void Check #26275 for Duplicate Payment A/P Voucher #477	(\$142.95)

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	621	PAYROLL	7/25/2007	PAYROLL	\$35,840.31
26403	622	CITY OF RENSSELAER	7/25/2007	Rensselaer Utilities-6/8/07-7/09/07	\$2,036.18
26404	623	EDWARD YOUNG	7/25/2007	Courier Mileage, 7/1/07-7/15/07	\$261.90
26405	624	FIRST TRUST CREDIT UNION	7/25/2007	Direct Deposits W/Held from July 25, 07 Payroll - 7 employees	\$1,741.20
26406	625	GREAT-WEST RETIREMENT S	7/25/2007	Annuity w/held from July 25, 2007 Payroll - 8 Participants	\$1,210.00
0	626	IRS USA TAXPAYMENT	7/25/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held July 25, '07, Ref #00023423	\$7,810.49
26407	627	NIPSCO	7/25/2007	Utilities-DeMotte, 6/9/07-7/9/07 Utilities-Wheatfield, 6/5/07-7/5/07	\$4,508.59
26408	628	USA TODAY	7/25/2007	Annual Subscription-Wh Branch (8/28/07-8/28/08)	\$156.00
26409	629	AFLAC	7/25/2007	Supplemental Insurance Premium, July 2007	\$168.00
Total Amount of Claims					\$455,319.52

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, August 01, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$455,319.52

Date this 13 day of August, 20 07.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

July 31, 2007

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
FINES & FEES:			\$3,214.20	\$20,741.46
DeMotte	\$1,123.43	\$6,839.23		
Rensselaer	\$1,151.16	\$8,833.29		
Wheatfield	\$939.61	\$5,068.94		
PHOTOCOPIES:			\$729.41	\$5,343.16
DeMotte	\$304.90	\$1,983.14		
Rensselaer	\$236.31	\$1,955.18		
Wheatfield	\$188.20	\$1,404.84		
INTEREST:			\$2,666.09	\$20,022.86
Checking/Repurchase/Savings/CD's	\$2,666.09	\$20,022.86		
TAXES:			\$36,651.82	\$501,995.01
Property Tax	\$4,119.07	\$166,512.26		
License Excise Tax	\$32,532.75	\$32,532.75		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$273,929.00		
Local Option/Property Tax Repl.	\$0.00	\$29,021.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$326.91	\$1,733.35
Rebates/Refund	\$176.91	\$361.55	\$0.00	
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$150.00	\$200.00		
Interfund Reimbursement	\$0.00	\$15.00		
Credit Card Rewards Redemption	\$0.00	\$250.00		
Grant Reimbursements	\$0.00	\$904.80		
Equipment Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$2.00		
TOTAL OPERATING FUND RECEIPTS.....			\$43,588.43	\$549,835.84
PLAC FUND:-.....			\$0.00	\$90.00
GIFT FUNDS:			\$874.50	\$17,896.16
DeMotte	\$64.50	\$7,213.09		
Rensselaer	\$310.00	\$8,923.57		
Wheatfield	\$500.00	\$1,759.50		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$2,720.73	\$3,720.00
BOND & INTEREST REDEMPTION FUND:			\$20,446.27	\$111,037.51
Property Tax	\$2,297.82	\$92,889.06		
License Excise Tax	\$18,148.45	\$18,148.45		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$7,982.61	\$44,436.54
Interest Earned	\$637.10	\$4,345.29		
Property Tax	\$825.51	\$33,371.25		
License Excise Tax	\$6,520.00	\$6,520.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Printer Return Rebate	\$0.00	\$200.00		
HOST/HOSPITALITY FUND:			\$45.75	\$45.75
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$566.93	\$4,604.54
Int. Earned(Chkg.,CD's,Escrow)	\$566.93	\$4,604.54		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$76,225.22	\$828,697.34

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,169.39	\$37,403.98
FICA Collected	\$5,282.38	\$37,554.54
State Tax Collected	\$2,436.19	\$17,317.16
County Tax Collected	\$914.18	\$6,602.70
Deferred Comp Plan	\$2,420.00	\$16,492.64
Pre-tax Insurance Plans	\$3,162.59	\$21,483.85
Life Insurance	\$135.80	\$842.60
PERF	\$1,960.49	\$13,497.99
Garnishments	\$0.00	\$0.00
Credit Union	\$3,444.89	\$30,123.08
EIC	\$0.00	(\$115.40)
Repayment	\$300.00	\$1,800.00

\$25,225.91

\$183,003.14

TOTAL RECEIPTS - ALL FUNDS.....**\$101,451.13****\$1,011,700.48**

Voucher List**Jasper County Public Library****Report Date: From 8/1/2007 To 8/13/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26411	630	AARON'S LAWN CARE	8/13/2007	Lawn Care: mowing, trimming, spraying weeds at DeM (7/3-7/24) & Rens (7/2-7/24)	\$690.00
26412	631	ACE HARDWARE	8/13/2007	Toilet Repair Parts	\$19.98
26413	632	ALCO DISCOUNT STORE #290	8/13/2007	DeMotte Children's Supplies	\$14.94
26414	633	BANK OF NEW YORK	8/13/2007	Annual Fee Period of 7/1/06 - 6/30/07	\$630.00
26415	634	BAKER & TAYLOR	8/13/2007	Books, Continuations, AV, Title Source III	\$10,403.39
26416	635	BAKER & TAYLOR ENTERTAIN	8/13/2007	DVDs	\$42.86
26417	636	BARNES & NOBLE	8/13/2007	Books	\$81.17
26418	637	CAPITAL ONE, F.S.B.	8/13/2007	Software, Adult Summer Reading, Licenses, Battery Tester	\$298.23
26419	638	CONSOLIDATED INCORPORA	8/13/2007	Notary for Emily Duran	\$50.00
26420	639	CULLIGAN	8/13/2007	August Water Cooler Rental - Wh. Lib.	\$9.95
26421	640	DESIGN CENTER, INC.	8/13/2007	Window Replacement	\$1,067.00
26422	641	EDUCATION NETWORKS OF A	8/13/2007	Internet Access, 7/1-7/31/07	\$760.00
26423	642	FASE-KALUF TV & APPLIANCE	8/13/2007	15 bags-Red Out for DeMotte Water Softner	\$168.75
26424	643	FLEXPAC/SCHNIABLE, INC	8/13/2007	Hand Soap, Gloves, Garbage Liners, Toilet Tissue, Multifold Towels, Facial Tissue, Paper Towels	\$620.36
26425	644	GA FOODS GROUP	8/13/2007	Supplies for Teen Chocolate Program, Tuesday Night @ the Movies	\$17.73
26426	645	GAIL JUNG	8/13/2007	Batteries, Cleaner, Parking @ HAS IN Gov't Center, Mileage	\$111.97
26427	646	HAINES & COMPANY, INC.	8/13/2007	3 NWI Directories	\$898.50
26428	647	HERITAGE OFFICE PRODUCT	8/13/2007	3x11/2 Labels	\$4.49
26429	648	HIGHSMITH CO. INC.	8/13/2007	Bookmarks, Laminates, Posters	\$276.19
26430	649	INGRAM	8/13/2007	Books	\$44.76
26431	650	INSPIRATIONAL DISTRIBUTOR	8/13/2007	Christian Books	\$68.20
26432	651	JASPER COUNTY HOSPITAL	8/13/2007	Qtly. Water Testing-DeMotte Lib.	\$17.00
26433	652	JILL TACHTIRIS	8/13/2007	Books	\$25.47
26434	653	KONE, INC.	8/13/2007	July - Sept 2007 Elevator Mtnc Contract	\$424.65
26435	654	LINDA POORTENGA	8/13/2007	Supplies for Bracelet Program	\$96.00
26436	655	LAWN CARE CONSULTANTS	8/13/2007	Fertilized, Spray Weeds, Mow, Fixed Leaks, Reset Sprinkler, Grub Control, Mulch, Replaced Sprinkler Head	\$800.00
26437	656	McDANIEL FIRE SYSTEMS	8/13/2007	1 year maintenance contract-fire alarm(8/15/07-8/14/08) Wheatfield Lib	\$1,800.00
26438	657	MIDWEST TAPE	8/13/2007	DVDs	\$79.94
26439	658	OFFICE DEPOT	8/13/2007	Contact Paper, Toner	\$733.75
26440	659	OLLIS BOOK CORPORATION	8/13/2007	Books	\$1,011.40
26441	660	OSBY WATER CONDITIONING	8/13/2007	Pellet Salt for Wh. Water Softner	\$75.00
26442	661	PATTY STRINGFELLOW	8/13/2007	Mileage-Directors Mtg	\$39.77
26443	662	PENWORTHY COMPANY	8/13/2007	Books	\$550.90
26444	663	PUBLIC EMPLOYEES' RETIRE	8/13/2007	PERF 3rd Qtr Payment 2007	\$20,949.47
26445	664	PHILIP POTEPA	8/13/2007	Cookbook	\$30.00
26446	665	PILLOW EXPRESS LOGISTICS	8/13/2007	Statewide Inter-Library Loan Delivery Service	\$500.00
26447	666	PRECISION CONTROL SYSTE	8/13/2007	Repair/Replaced VAV controller, Washed condensor coils, lubed motor, changed filter, repair pump @ Rens	\$3,730.38
26448	667	QUILL CORPORATION	8/13/2007	Laser Jet Printer, Contact Paper, Pen drive, 2 Staples, Copy Paper	\$665.65
26449	668	RACHAEL CAVINDER	8/13/2007	Mileage	\$18.43
26450	669	RECORDED BOOKS, LLC	8/13/2007	My Library DVD online, audiobooks	\$2,144.20
26451	670	R.H. DONNELLEY	8/13/2007	Qtly Yellow Page Advertising - Aug, Sept, Oct	\$247.50
26452	671	RMC IMAGING, INC	8/13/2007	Annual Maintenance on ST200 Digital Library Scanner D & R	\$1,870.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26453	672	ROEING CORPORATION	8/13/2007	Windows Server Migration, August Pymt.	\$2,500.00
26454	673	ROTARY CLUB of RENSSELAIE	8/13/2007	Library Membership Dues - May/June 2007	\$27.00
26455	674	SANDY OSBON	8/13/2007	Patron found movie that was previously paid	\$19.95
26456	675	SKILLPATH SEMINARS	8/13/2007	Indispensable Assistant Seminar	\$149.00
26457	676	SUE TOBIAS	8/13/2007	Mileage	\$14.55
26458	677	SUSAN BLUBAUGH	8/13/2007	Patron found book that was previously paid	\$21.95
26459	678	TECH LOGIC CORP	8/13/2007	Down payment for Self Checkout Terminal/Installation	\$4,208.00
26460	679	THE LIBRARY CORPORATION	8/13/2007	Software support (Sept '07-Aug '08)	\$24,143.00
26461	680	THOMSON GALE	8/13/2007	Books, Continuations	\$1,949.79
26462	681	TIM SCHULTZ	8/13/2007	Mileage	\$41.71
26474	682	POSTMASTER GENERAL	8/13/2007	Postage: 40- \$.05 stamps; 100-\$1.00 stamps	\$102.00
26464	683	TYSEN'S FAMILY FOOD CENT	8/13/2007	Supplies for Wheatfield Youth Program	\$40.34
26465	684	UNIQUE MANAGEMENT SERVI	8/13/2007	June Collections - Initial & Secondary Placements	\$126.28
26466	685	VISION SERVICE PLAN- (IN)	8/13/2007	Vision Ins Premium-August 2007 (17 employees)	\$164.46
26467	686	WAL-MART COMMUNITY BRC	8/13/2007	DVDs, Microwave, Batteries, Portfolio Paper, Cleaning Supplies, Mop w/ Refill, Smoke Alarms, Supplies for Teen Chocolate Program	\$979.95
26468	687	WEBBALANCED TECHNOLOGI	8/13/2007	Internet Filtering Qtly Billing, 7/15-10/15/07	\$360.00
26469	688	WEST CIRCLE BOOKS	8/13/2007	Books	\$65.78
26470	689	WHEATFIELD CHAMBER OF C	8/13/2007	Booth at Car Show	\$40.00
26471	690	WHEATFIELD VOLUNTEER FI	8/13/2007	Casual day donation from Jasper Cty Library Employee Fund	\$23.95
150151	691	OFFICE DEPOT	8/13/2007	Fax Machine	\$149.99
150152	692	RACO INDUSTRIES	8/13/2007	Triggerless Scanner	\$180.22

Total Amount of Claims \$87,395.90

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, August 07, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$87,395.90

Date this 13th day of August, 20 07.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

SEPT.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 10, 2007, 7pm
Wheatfield Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of August Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10- R 12 & R 20)
Workshop Request

General Business

Wheatfield Annual Report (R 20)
Wheatfield Landscaping (R 21)
Budget 2008 (R 21)
Advance Tax Draw Resolution (R 21)

Information
Discussion
Action
Action

Director's Report (R20-R24)

Information

Items for Future Agendas

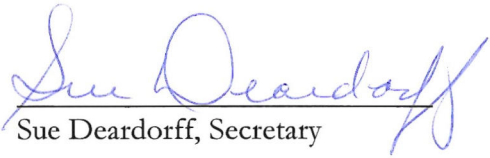
Public Forum

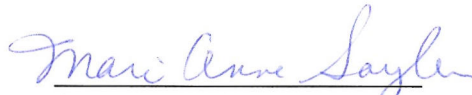
Adjournment

Minutes.....August 27, 2007
Special Meeting of the Jasper County Public Library Board 7:00pm

Present: Jody Melton, Natalie Waling, Anne-Marie Egan, Mari Anne Sayler, Tim Schultz,
Joan Floyd, Patty Stringfellow

The 2008 Budget Hearing was held at 7:00pm as advertised. There being no one in attendance to express concern about the budget, the hearing was closed at 7:10pm, and the meeting was adjourned.


Sue Deardorff, Secretary


Attest: Mari Anne Sayler, President

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

August 13, 2007
Rensselaer Library

Present: Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Joan Floyd, Natalie Waling, Jody Melton, Patricia Stringfellow, Diana Kooy, Lana Zimmer, Bruce Shepherd, & Gail Jung.

Absent: Susan Deardorff

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by J. Melton, to approve the Agenda and Consent Agenda items, minutes of the July 9th Board Meeting, monthly bills and financial reports, increasing the non-resident borrowing fee from \$62 to \$64, revisions to the Art Exhibit & Display Case Use Policy, and a 'Story Time Year' Workshop. Motion passed unanimously.

Retention Ponds: Lana Zimmer and Bruce Shepherd, of the Jasper County Soil & Water Conservation District, gave a presentation on how they can help enhance and maintain the wetlands at the Wheatfield Library. Their proposal included obtaining a \$500 grant to enhance the plant community with a native seed collection. All maintenance and upkeep would be an ongoing volunteer stewardship. Bruce already sprayed for cattails at no expense to the library. They feel the boardwalk (connective bridge) proposed by the Town of Wheatfield would add to the beautification of the wetland area. They also recommend creating a natural history educational kiosk, identifying wetland plants and animals; upland native plantings, and educational programming that could benefit Wheatfield school children, homeschoolers, and community members. Lana and Bruce would like the opportunity to help us. J. Melton moved, seconded by T. Schultz, to allow the Jasper County Soil & Water Conservation District to enhance the southwest retention pond at the Wheatfield Library as proposed. Motion passed. Diana Kooy will facilitate and provide monthly reports of the progress. At the Board's request she will also maintain a pictorial review of progress of the wetland area.

Budget 2008: The board reviewed a narrative and spreadsheet of the proposed 2008 budget as was presented at the Budget Committee Meeting. On a motion by A-M Egan, seconded by J. Melton, the board unanimously approved advertising the 2008 budget. The legal ad will be published in the August 16 and 23 KV-Post and Rensselaer Republican newspapers.

The public hearing is set for August 27, 2007 in the Rensselaer Meeting Room at 7 PM. Board members need to confirm their commitment to attend to P. Stringfellow before the hearing date to be assured of a quorum.

Public Library Internet Consortium Resolution: In order to continue receiving e-rate discounts as part of the consortium, the library board resolved on a motion by J. Melton, seconded by N. Waling, to continue their membership and signed the resolution. Motion passed.

Director's Report: P. Stringfellow shared that the DeMotte community brought in plantings to beautify barren areas where several low-growing evergreen plants had died at the DeMotte Library.

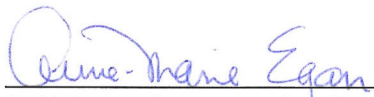
P. Stringfellow shared a sketch, detailing the design of proposed signs for the Wheatfield library, namely the 'Keep Out' signs for the retention pond, and other informational signs. Signs will be similar in design to other signs found around the town of Wheatfield.

P. Stringfellow attended the Jasper County Commissioners public hearing about the missing 2006 sales data the Assessor is responsible for submitting to the DLGF. This missing data is delaying certification of our 2007 budgets and distribution of county tax bills. The County Assessor was unavailable to answer any questions.

Information regarding the Commission of Local Government Reform was included in the board packet. One of their directives is to consider what local units of government (including schools and libraries) might be successfully consolidated to reduce overhead and administrative expenses. The commission is expected to make recommendations to the Governor by December 2007. This information could influence decisions made by the Indiana General Assembly in 2008.

September Agenda: P. Stringfellow plans to include Wheatfield Library landscaping.

Adjournment: With no further matters for discussion, J. Floyd moved to adjourn at 8:00 PM.


A-M Egan, Secretary Pro-Tem


Attest: Mari Anne Sayler, President

CIRCULATION BY HOLDINGS CODE
August 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1	0	0	1
Award Winner JE (DAJE)	4	0	0	4
Award Winner JFIC (DAJFIC)	11	1	0	12
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	3	0	0	3
Award Winner YAFIC (DAYAF)	4	0	0	4
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	44	6	1	51
Books on CD (DBKCD)	116	3	1	120
Books on Tape (DBKT)	30	1	0	31
Compact Disc (DCD)	403	22	6	431
Digital Audiobooks (DDA)	1	2	0	3
DVD (DDVD)	1181	24	4	1209
Equipment (DEQP)	0	0	0	0
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	52	0	0	52
Fiction (DFIC)	1199	72	27	1298
Fiction Fantasy (DFICF)	18	3	0	21
Fiction Mystery (DFICM)	244	6	3	253
Fiction Science Fiction (DFICSF)	6	3	1	10
Fiction Western (DFICW)	32	0	0	32
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	1	0	0	1
Hanging Bags (DHANG)	14	0	0	14
ILL (DILL)	67	3	0	70
Internet (DINTER)	1569	0	0	1569
Juv. Biography (DJBIO)	10	1	0	11
Juv. Book on CD (DJBKCD)	10	0	1	11
Juv. Book on Tape (DJBKT)	16	0	0	16
Juv. Compact Disc (DJCD)	45	0	0	45
Juvenile Easy (DJE)	614	13	2	629
Juv. Easy Reader (DJER)	318	5	0	323
Juv. Fiction (DJFIC)	511	6	8	525
Juv. Holiday books (DJHOL)	13	0	0	13
Juv. Magazine (DJMAG)	77	0	0	77
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	396	10	5	411
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	126	3	0	129
Large Print Fiction (DLPF)	106	3	0	109
Large Print Nonfic (DLPNF)	1	0	0	1
Magazine (DMAG)	766	2	8	776
Music Cassette (DMCAS)	0	0	0	0

Nonfiction DVD (DNFDVD)	36	1	1	38
Nonfiction (DNFIC)	831	46	38	915
Nonfiction VHS (DNFVHS)	26	1	0	27
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	8	0	0	8
Reference (DREF)				0
Ref. Magazine (DRMAG)	2	0	0	2
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	77	0	2	79
Vertical File (DVF)				0
VHS (DVHS)	357	3	1	361
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	3	0	2	5
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	133	3	0	136
YA Nonfiction (DYANF)	19	0	0	19
YA Paperback Fic (DYAPBF)	75	2	3	80
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	1	0	1
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	57	0	57
Books on CD (RBKCD)	7	190	3	200
Books on Tape (RBKT)	2	77	1	80
Compact Disc (RCD)	7	454	1	462
Digital Audiobooks (RDA)	0	5	0	5
DVD (RDVD)	14	2244	5	2263
Equipment (REQP)	0	67	0	67
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	72	0	72
Fiction (RFIC)	27	1308	10	1345
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	55	1	56
Hanging Bag (RHANG)	1	62	1	64
ILL (RILL)	5	80	1	86
Internet (RINTER)	0	2465	0	2465
Juv. Biography (RJBIO)	2	23	0	25
Juv. Book on CD (RJBKCD)	0	22	0	22
Juv. Book on Tape (RJBKT)	0	22	0	22
Juv. Compact Disc (RJCD)	0	40	0	40
Juvenile Easy (RJE)	7	1222	2	1231
Juv. Easy Reader (RJER)	0	272	0	272
Juv. Fiction (RJFIC)	7	534	2	543
Juv. Magazine (RJMAG)	0	14	1	15
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	545	5	555
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0

Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTO)	2	225	0	227
Large Print Fiction (RLPF)	4	101	3	108
Large Print Nonfic (RLPNF)	1	10	0	11
Magazine (RMAG)	4	296	0	300
Music Cassette (RMCAS)	0	1	0	1
Non-Fiction 000 (RNF000)	0	11	2	13
Non-Fiction 100 (RNF100)	1	45	0	46
Non-Fiction 200 (RNF200)	6	37	0	43
Non-Fiction 300 (RNF300)	1	58	6	65
Nonfiction DVD (RNFDVD)	0	65	1	66
Nonfiction (RNFIC)	23	733	33	789
Nonfiction VHS (RNFVHS)	1	68	0	69
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)		2		2
Ref. Magazine (RRMAG)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	19	0	19
Software (RSWAR)	0	99	0	99
Vertical File (RVF)		5		5
VHS (RVHS)	2	636	0	638
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	8	2	10
YA Books on Tape (RYABKT)	0	3	0	3
YA Fiction (RYAF)	5	189	5	199
YA Nonfiction (RYANF)	2	21	0	23
YA Paperback Fic (RYAPBF)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	9	1	21	31
Books on CD (WBKCD)	6	3	145	154
Books on Tape (WBKT)	0	6	19	25
Compact Disc (WCD)	10	11	212	233
Digital Audiobooks (WDA)	0	2	2	4
DVD (WDVD)	12	7	1182	1201
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	43	43
Fiction (WFIC)	79	37	621	737
Fiction Fantasy (WFICF)	1	2	8	11
Fiction Mystery (WFICM)	3	9	153	165
Fiction Science Fiction (WFICSF)	0	0	7	7
Fiction Western (WFICW)	0	0	7	7
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	0	0
Hanging Bags (WHANG)	2	0	26	28
ILL (WILL)	0	2	13	15
Internet (WINTER)	0	0	951	951
Juv. Biography (WJBIO)	1	0	5	6
Juv. Book on CD (WJBKCD)	1	0	7	8
Juv. Book on Tape (WJBKT)	1	0	15	16

Juv. Compact Disc (WJCD)	1	0	31	32
Juvenile Easy (WJE)	14	19	485	518
Juv. Easy Reader (WJER)	2	0	148	150
Juv. Fiction (WJFIC)	22	21	260	303
Juv. Magazine (WJMAG)	0	0	38	38
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	7	273	287
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	13	13
Juv. Toddler (WJTOD)	4	1	157	162
Large Print Fiction (WLPF)	1	5	36	42
Large Print Nonfic (WLPNF)	1	1	5	7
Magazine (WMAG)	6	1	344	351
Nonfiction DVD (WNFDVD)	0	2	31	33
Nonfiction (WNFIC)	19	38	364	421
Nonfiction VHS (WNFVHS)	0	0	4	4
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)				0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	1	0	50	51
Vertical File (WVF)			2	2
VHS (WVHS)	1	0	345	346
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	4	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	3	113	126
YA Nonfiction (WYANF)	6	0	22	28
YA Paperback Fic (WYAPBF)	0	0	0	0
TOTAL	9940	12888	6361	29189

CIRCULATION BY HOLDINGS CODE
August 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	0	0	1
Award Winner JE (AJE)	4	1	0	5
Award Winner JFIC (AJFIC)	11	1	0	12
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	3	0	0	3
Award Winner YAFIC (AYAF)	4	0	0	4
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	53	64	22	139
Books on CD (BKCD)	129	196	149	474
Books on Tape (BKT)	32	84	20	136
Compact Disc (CD)	420	487	219	1126
Digital Audiobooks (DA)	1	9	2	12

DVD (DVD)	1207	2275	1191	4673
Equipment (EQP)	0	67	0	67
See librarian (ERR)	0	0	0	0
Express Book (EXP)	52	72	43	167
Fiction (FIC)	1305	1417	658	3380
Fiction Fantasy (FICF)	19	5	8	32
Fiction Mystery (FICM)	247	15	156	418
Fiction Science Fiction (FICSF)	6	3	8	17
Fiction Western (FICW)	32	0	7	39
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	1	55	1	57
Hanging Bags (HANG)	17	62	27	106
ILL (ILL)	72	85	14	171
Internet (INTR)	1569	2465	951	4985
Juv. Biography (JBIO)	13	24	5	42
Juv. Book on CD (JBCD)	11	22	8	41
Juv. Book on Tape (JBKT)	17	22	15	54
Juv. Compact Disc (JCD)	46	40	31	117
Juvenile Easy (JE)	635	1254	489	2378
Juv. Easy Reader (JER)	320	277	148	745
Juv. Fiction (JFIC)	540	561	270	1371
Juv. Holiday (JHOL)	13	0	0	13
Juv. Magazine (JMAG)	77	14	39	130
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	408	562	283	1253
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	13	14
Juv. Toddler (JTOD)	132	229	157	518
Large Print Fiction (LPF)	111	109	39	259
Large Print Nonfic (LPNF)	3	11	5	19
Magazine (MAG)	776	299	352	1427
Music Cassette (MCAS)	0	1	0	1
Non-Fiction 000 (NF000)	0	11	2	13
Non-Fiction 100 (NF100)	1	45	0	46
Non-Fiction 200 (NF200)	6	37	0	43
Non-Fiction 300 (NF300)	1	58	6	65
Non-Fiction DVD (NFDVD)	36	68	33	137
Nonfiction (NFIC)	873	817	435	2125
Nonfiction VHS (NFVH)	27	69	4	100
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	8	0	0	8
Reference (REF)	64	57	29	150
Ref. Magazine (RMAG)	2	0	0	2
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	19	0	24
Software (SWAR)	78	99	52	229
Vertical File (VF)	0	5	3	8

VHS	360	639	346	1345
YA Biography (YAB)	1	1	0	2
YA Books on CD (YABKCD)	3	9	8	20
YA Books on Tape (YABKT)	0	3	0	3
YA Fiction (YAF)	148	195	118	461
YA Nonfiction (YANF)	27	21	22	70
YA Paperback Fic (YAPBF)	75	2	3	80
				0
Free reads	225	354	120	699
Games/Puzzles		1		1
Talking books				0
Assignment Shelf Books				0
TOTAL	10229	13298	6511	30038

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1997	1975	1039	5011
Nonfiction	1078	1204	513	2795
CHILDREN'S BOOKS				
Fiction	1645	2323	1064	5032
Nonfiction	444	586	301	1331
YA BOOKS				
Fiction	228	252	122	602
Nonfiction	28	22	22	72
Magazines, Adult	778	299	352	1429
Magazines, Children	77	14	39	130
Sound Recordings, adult	585	781	398	1764
Sound Recordings, ch	92	146	81	319
Online databases	0	0	0	0
Software	78	99	52	229
Vertical file	0	5	3	8
VHS/DVD	1630	3051	1574	6255
Equipment	0	67	0	67
Total	8660	10824	5560	25044
A-V Circulation	2385	4077	2105	8567
A-V Circulation as % of total	27.5%	37.7%	37.9%	34.2%

August 2007

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

Fiction	84	1	1,997	79	96	1,975	100	0	1,039	5,011
Nonfiction	42	8	1,078	83	204	1,204	54	7	513	2,795

Fiction	40	8	1,645	55	28	2,323	40	3	1,064	5,032
Nonfiction	58	3	444	51	14	586	48	0	301	1,331

Fiction	4	0	228	32	127	252	20	0	122	602
Nonfiction	0	0	28	0	3	22	5	0	22	72

Magazines,Adult	778	299	352	1,429
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Magazines, Child	77	14	39	130
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Games, Toys	0
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Sound Rec/Adult	10	7	585	0	1	781	1	0	398	1,764
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Sound Rec/Child	1	1	92	1	0	146	0	0	81	319
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Software	0	1	78	0	0	99	0	2	52	229
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Vertical Files	0	0	0	0	0	5	0	0	3	8
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VHS/DVD	7	9	1,630	8	53	3,051	10	0	1,574	6,255
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Equipment	0	67	0	67
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TOTAL	246	38	8,660	309	526	10,824	278	12	5,560	25,044
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[illegible]

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
1950	1950	1950	1950
1951	1951	1951	1951
1952	1952	1952	1952
1953	1953	1953	1953
1954	1954	1954	1954
1955	1955	1955	1955
1956	1956	1956	1956
1957	1957	1957	1957
1958	1958	1958	1958
1959	1959	1959	1959
1960	1960	1960	1960
1961	1961	1961	1961
1962	1962	1962	1962
1963	1963	1963	1963
1964	1964	1964	1964
1965	1965	1965	1965
1966	1966	1966	1966
1967	1967	1967	1967
1968	1968	1968	1968
1969	1969	1969	1969
1970	1970	1970	1970
1971	1971	1971	1971
1972	1972	1972	1972
1973	1973	1973	1973
1974	1974	1974	1974
1975	1975	1975	1975
1976	1976	1976	1976
1977	1977	1977	1977
1978	1978	1978	1978
1979	1979	1979	1979
1980	1980	1980	1980
1981	1981	1981	1981
1982	1982	1982	1982
1983	1983	1983	1983
1984	1984	1984	1984
1985	1985	1985	1985
1986	1986	1986	1986
1987	1987	1987	1987
1988	1988	1988	1988
1989	1989	1989	1989
1990	1990	1990	1990
1991	1991	1991	1991
1992	1992	1992	1992
1993	1993	1993	1993
1994	1994	1994	1994
1995	1995	1995	1995
1996	1996	1996	1996
1997	1997	1997	1997
1998	1998	1998	1998
1999	1999	1999	1999
2000	2000	2000	2000
2001	2001	2001	2001
2002	2002	2002	2002
2003	2003	2003	2003
2004	2004	2004	2004
2005	2005	2005	2005
2006	2006	2006	2006
2007	2007	2007	2007
2008	2008	2008	2008
2009	2009	2009	2009
2010	2010	2010	2010
2011	2011	2011	2011
2012	2012	2012	2012
2013	2013	2013	2013
2014	2014	2014	2014
2015	2015	2015	2015
2016	2016	2016	2016
2017	2017	2017	2017
2018	2018	2018	2018
2019	2019	2019	2019
2020	2020	2020	2020
2021	2021	2021	2021
2022	2022	2022	2022
2023	2023	2023	2023
2024	2024	2024	2024
2025	2025	2025	2025
2026	2026	2026	2026
2027	2027	2027	2027
2028	2028	2028	2028
2029	2029	2029	2029
2030	2030	2030	2030
2031	2031	2031	2031
2032	2032	2032	2032
2033	2033	2033	2033
2034	2034	2034	2034
2035	2035	2035	2035

Total Materials Owned	61,913	57,484	38,530
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Circulation Increase/Decrease	-7.0%	13.6%	-5.3%
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[illegible]

MONTHLY SYSTEM STATISTICS	2006	2007	% change
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Current month's Circulation	24,714	25,044	1.3%
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Jan. to date circulation	207,651	211,565	1.9%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
						ADULT BOOKS
16,197	16,280	11,841	11,824	10,601	10,701	Fiction
16,373	16,407	19,356	19,235	8,885	8,932	Nonfiction
						CHILDREN'S BKS
11,957	11,989	10,539	10,566	7,979	8,016	Fiction
9,124	9,179	5,798	5,835	4,363	4,411	Nonfiction
						YA BOOKS
2,103	2,107	1,995	1,900	1,579	1,599	Fiction
400	400	615	612	135	140	Nonfiction
						0 Magazines,Adult
						0 Magazines, Child
0	0	20	20	0	0	Games, Toys
2,172	2,175	2,740	2,739	2,341	2,342	Sound Rec/Adult
418	418	435	436	448	448	Sound Rec/Child
25	25	16	16	1	1	Online Databases
319	318	382	382	130	128	Software
3	3	0	0			Vertical Files
2,495	2,493	3,822	3,777	1,745	1,755	VHS/DVD
119	119	142	142	57	57	Equipment
61,705	61,913	57,701	57,484	38,264	38,530	TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

August 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	179	39	146	32	229	50	554	120
LOCAL HISTORY								
In person	2	1	27	8	0	0	29	8
Letters written	1	1	8	8	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1569	65	2465	103	951	40	4985	208
Computer software used	192	16	150	13	136	11	478	40
VCR Use	0	0	1	0	0	0	1	0
Microforms	4	1	30	4		0	34	5
CD ROM/Online databases	92	8	427	36	33	3	552	46
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used		0	1	0		0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	27	27	7	5	0	0	34	23
Notarized documents	10	3	3	1	1	0	14	4
Meeting Room Use (no. of group)	34	11	32	11	27	9	93	31
Study room use	23	2	18	2	9	1	50	4
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	34		336		114		484	
WIRELESS USE via patron owned pcs	9		28		27		64	
INTERLIBRARY LOANS								
Requests made for:	64	16	55	14	29	7	148	37
Items rec'd for:	46	23	69	35	27	14	142	71
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7704	7839	3884	
Non-resident, paying	1	2	0	
PLAC card users	0	2	0	
Reciprocal borrowers	418	329	72	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	1	6	6	36	1	6	8	48
Number attending	78		103		23		204	
YA Programs (14-17)	2	12	1	6	0	0	3	18
Number attending	39		11		1		51	
Adult Programs	7	42	1	6	0	0	8	48
Number attending	81		70		12		163	
Senior Citizen Programs	11	66	6	36	1	6	18	108
Number attending	114		65		10		189	
Total Number of Programs	22	132	16	96	2	12	40	240
Total Persons Attending	312		249		46		607	
Total Attending Same Month Last	804		196		51		1051	
Total Staff Hours Spent		344		364		146	854	845
Total Number of In-House Program	12		12		2		26	
Total Attendance	75		150		33		258	
Total Number of Outreach Program	10		4		0		14	
Total Attendance	237		99		13		349	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6291	73.2%	7836	72.7%	3950	71.4%	18077	72.6%
Corporate	0	0.0%	26	0.2%	0	0.0%	26	0.1%
Juvenile 0-11	704	8.2%	689	6.4%	319	5.8%	1712	6.9%
Juvenile-AV	451	5.2%	511	4.7%	490	8.9%	1452	5.8%
Nonresident No Fee	29	0.3%	234	2.2%	54	1.0%	317	1.3%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	247	2.9%	296	2.7%	37	0.7%	580	2.3%
Reciprocal Juvenile	14	0.2%	31	0.3%	0	0.0%	45	0.2%
Reciprocal Juvenile AV	0	0.0%	44	0.4%	0	0.0%	44	0.2%
Reciprocal YA	5	0.1%	1	0.0%	8	0.1%	14	0.1%
Reciprocal YA AV	0	0.0%	30	0.3%	0	0.0%	30	0.1%
School	0	0.0%	18	0.2%	0	0.0%	18	0.1%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	51	0.5%	0	0.0%	51	0.2%
Staff	411	4.8%	565	5.2%	480	8.7%	1456	5.8%
Walking books	84	1.0%	35	0.3%	0	0.0%	119	0.5%
YA 12-17	71	0.8%	62	0.6%	63	1.1%	196	3.1%
YA-AV	289	3.4%	345	3.2%	129	2.3%	763	3.1%
Total	8596		10778		5530		24904	

All items borrowed by nonresidents

295 3.4%

709 6.6%

99 1.8%

1103 4.4%

**Salary Ordinance 2007
Updated 9/10/07**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Rayann Thomas	Lib Asst I	\$7.92/\$8.02	9/5/07	40	R
Holly Salerno	Page	\$5.85/\$5.95	8/7/2007	10	D
Joe Zellon	Janitor/Mtnce		9/16/07	6.03	D/R/W
Rebecca Aubuchon	Page	\$5.85/\$5.95	9/4/07	10	R
Carolyn Sue	Janitor	\$8.65	9/5/07	20	R
Derek DeJong	Asst. Janitor	\$8.65	9/6/07	10	R
Emily Duran	Lib Spec I	\$12.95	8/16/07	40	R

Rayann Thomas has been promoted to Library Assistant I in the Rensselaer Library public service department, replacing **Emily Duran** who was promoted to Library Specialist I when Glenda Brown retired.

Holly Salerno was hired as a DeMotte page, replacing Nathan Leath.

We have added an additional 3 hours to **Joe Zellon's** position effective September 16. These hours will be used for the Rensselaer Library. With the retirement of Jack Standish we have allocated his hours across three janitorial positions to better meet our needs. Twenty hours went to **Carolyn Sue** as janitor and 10 hours went to **Derek DeJong** as Assistant Janitor. Joe's rate of pay will remain as noted in the 2007 Salary Ordinance. Joe Zellon is married to Kathy Zellon, DeMotte clerk. In July 2006 the Board approved the hiring of Joe Zellon as required per the Personnel Policy.

Rebecca Aubuchon has been hired as a Rensselaer page, replacing Aby Bardoczi who left the area to attend college.

We have examined and approved the changes to the 2007 Jasper County Public Library Salary Ordinance. Dated 9/10/07

<u>Natalie Waling</u>	<u>Juan A. Flayor</u>
<u>Gene Marie Egan</u>	<u>Timothy Schmitt</u>
<u>Susan Deardoff</u>	
<u>Mari Anne Sayler</u>	

LIBRARY STAFF PRIVILEGE POLICY

Although the Library encourages staff to return materials on time, no fines will be assessed for overdue materials. Staff *will* be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned. Staff is expected to adhere to the same renewal and hold(s) policies that patrons are required to follow.

Lost or damaged library cards will be replaced free of charge.

Staff members may check out more than 2 items without presenting their library card.

FAX messages may be sent and received for 15 cents per page.

Meeting rooms may be used free of charge for social engagements. A deposit is not required.

These privileges may also be extended to library volunteers who regularly spend an average of 3 or more hours per week in service to the library.

These privileges are extended only to staff and, when desired, volunteers, not to members of their families.

8/94; last revised 5/04; last revised 9/07

JASPER COUNTY PUBLIC LIBRARY

Mission Statement

2005

The Jasper County Public Library's mission is to inform, enrich and empower our diverse community.

Role

- The Library provides easy access to:

Books
Magazines
Newspapers
CDs
~~Videos~~ VHS/DVDs

~~Audio Books on Tape and CD~~
Computer Software
Research Materials
The Internet
Computers

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The library is a center for access to local history and genealogical resources relevant to Jasper County
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- The Library employs trained experts who assist users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.
- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

Adopted 1/17/95; revised 1/97; reviewed 1/2000; revised 11/04; revised 9/07

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 10th DAY OF September, 2007.

NAY

AYE

Natalie Ubling
Colene Marie Egan
Susan Deardorff
Mari Anne Saylor
Jan A. Floyd
Imothy M. Schuck

ATTEST:

Susan Deardorff
Secretary of the Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

F1

August 31, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$179,882.04	\$1,099,538.45	\$47,924.69	\$597,760.53	\$273,200.91
Includes Investments of	\$0.00					
Public Library Access Card Fund	\$31.00	\$0.00	\$121.00	\$0.00	\$90.00	\$0.00
Gift Fund	\$7,588.25	\$666.38	\$18,927.25	\$614.49	\$18,510.65	\$7,171.65
DeMotte	\$1,222.51	\$23.95	\$6,558.98	\$61.96	\$7,275.05	\$1,938.58
Rensselaer	\$5,656.46	\$488.65	\$11,818.67	\$25.00	\$8,948.57	\$2,786.36
Wheatfield	\$709.28	\$153.78	\$549.60	\$527.53	\$2,287.03	\$2,446.71
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$438.71	\$4,158.71	\$148,075.27
Includes Investments of:	\$0.00					
Bond & Interest Redemption Fund	\$58,574.44	\$630.00	\$216,260.00	\$14,327.66	\$125,365.17	(\$32,320.39)
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$760.00	\$2,924.00	\$0.00	\$0.00	(\$188.03)
Capital Projects Fund	\$156,035.66	\$2,672.35	\$15,231.90	\$5,865.40	\$50,301.94	\$191,105.70
Includes Investments of	\$0.00					
Host/Hospitality Fund	\$0.00	\$96.00	\$141.75	\$259.50	\$305.25	\$163.50
Levy Excess Fund	\$15,994.22	\$15,994.22	\$15,994.22	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$330.21	\$1,218.79	\$627.56	\$5,232.10	\$199,251.25
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,832.90	\$43,236.88	\$5,832.90	\$43,236.88	\$0.00
FICA Tax Collected	\$0.00	\$5,717.84	\$43,272.38	\$5,717.84	\$43,272.38	\$0.00
State Tax Collected	\$2,504.39	\$2,436.19	\$19,821.55	\$2,623.34	\$19,940.50	\$2,623.34
County Tax Collected	\$955.16	\$914.18	\$7,557.81	\$998.20	\$7,600.90	\$998.25
Deferred Comp.	\$0.00	\$2,420.00	\$18,912.64	\$2,420.00	\$18,912.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$3,074.98	\$24,570.37	\$3,074.98	\$24,558.83	(\$0.05)
Employee Life Insur.	\$0.00	\$135.80	\$978.40	\$135.80	\$978.40	\$0.00
Employee P.E.R.F.	\$5,967.65	\$0.00	\$17,505.15	\$2,073.19	\$15,571.18	\$4,033.68
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,725.34	\$33,848.42	\$3,725.34	\$33,848.42	\$0.00
EIC	\$0.00	\$0.00	(\$115.40)	\$0.00	(\$115.40)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$2,100.00	\$2,100.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$225,288.43	\$1,579,945.56	\$96,959.60	\$1,108,660.08	\$924,219.08

Bank Balances**Jasper County Public Library****Report as of: 8/31/2007**

<i>Bank</i>		
1	Alliance Bank	\$569,858.28
2	Demotte State Bank	\$6,824.28
3	Alliance Bank-LIRF Acct	\$148,075.27
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$199,251.25
7	Kentland Banking Ctr- OPER CD#400039636	\$0.00
8	Kentland Banking Ctr-CPF CD#400039635	\$0.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$0.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$0.00
Total all banks =		\$924,219.08

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 8/1/2007 To 8/31/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$32,901.32	\$17,018.68	65.9
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$69,291.91	\$524,231.33	\$309,863.67	62.9
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$4,405.63	\$33,079.32	\$18,959.68	63.6
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,717.84	\$43,272.38	\$19,243.62	69.2
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$0.00	\$3,436.53	\$1,671.47	67.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$20,949.47	\$60,294.99	\$3,595.01	94.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$6,096.33	\$45,637.54	\$40,844.46	52.8
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$110,581.32	\$742,853.41	\$411,296.59	64.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$0.00	\$827.94	\$32.06	96.3
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$0.00	\$254.00	\$421.00	37.6
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$5.49	\$10,005.49	\$631.13	\$6,119.27	\$3,886.22	61.2
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$655.64	\$2,895.11	\$1,354.89	68.1
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$51.77	\$3,127.39	\$1,372.61	69.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$145.52	\$364.95	\$885.05	29.2
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$100.16	(\$0.16)	100.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$19.98	\$202.55	\$97.45	67.5
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$948.10	\$7,702.70	\$3,292.00	70.1
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$34.75	\$65.25	34.8
Subtotal	\$32,385.00	\$650.19	\$33,035.19	\$2,452.14	\$21,628.82	\$11,406.37	65.5
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$0.00	\$1,778.50	(\$1,478.50)	592.8
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	(\$283.00)	\$3,143.00	\$9,657.00	24.6
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$387.58	\$1,966.02	\$4,033.98	32.8
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$102.00	\$4,065.04	\$1,734.96	70.1
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$878.76	\$9,363.60	\$5,636.40	62.4
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$70.00	\$8,970.00	\$790.00	\$3,761.65	\$5,208.35	41.9
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$187.11	\$1,073.21	\$526.79	67.1
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$0.00	\$96.00	\$12,584.00	0.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$375.27	\$1,424.73	20.8
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$40.00	\$1,006.91	\$114.79	89.8
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$50.00	\$205.00	(\$5.00)	102.5
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$13,627.50	\$18,572.50	42.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$418.18	\$17,639.64	\$32,360.36	35.3
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$6,048.23	\$39,757.97	\$20,242.03	66.3
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$63.85	\$652.30	\$497.70	56.7
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$314.80	\$2,624.44	\$975.56	72.9
3.61 BUILDING & STRUCTURES	\$65,137.00	\$904.80	\$66,041.80	\$4,750.38	\$30,871.96	\$35,169.84	46.7
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$310.90	\$389.10	44.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$199.60	\$50.40	79.8
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$27.00	\$1,922.95	\$339.05	85.0
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$304.44	(\$29.44)	110.7
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$56.90	\$156.90	\$41.90	\$56.90	\$100.00	36.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$30,760.93	\$50,042.57	\$15,389.43	76.5
Subtotal	\$377,207.00	\$1,378.40	\$378,585.40	\$44,587.67	\$184,845.37	\$193,740.03	48.8
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$25.00	\$1,645.61	\$9,618.93	14.6
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$11,006.78	\$84,614.36	\$59,385.64	58.8
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$47.00	\$16,483.62	\$5,216.38	76.0
4.53 NONPRINTED MATERIALS	\$70,000.00	\$359.24	\$70,359.24	\$11,182.13	\$47,467.26	\$22,891.98	67.5
Subtotal	\$246,190.00	\$1,133.78	\$247,323.78	\$22,260.91	\$150,210.85	\$97,112.93	60.7
Grand Total	\$1,809,932.00	\$3,162.37	\$1,813,094.37	\$179,882.04	\$1,099,538.45	\$713,555.92	60.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
7/30/2007	100 Operating Fund	2.13 OTHER OFFICE SUPPLIES	\$5.49	Refund/Reimbursement Quill A/P #388
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06- Demco PO #7274
3/23/2007	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$70.00	Refund/Reimbursement Kalamazoo PL A/P #151
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06- Janway PO#7278-Rev
6/29/2007	100 Operating Fund	3.61 BUILDING & STRUCTURES	\$904.80	FEMA Grant Reimbursed, Snow Storm - A/P #153 (Aaron's), A/P #194 (TLC Home Imp)
4/2/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$15.00	University of Minn. Reimbursement-A/P #247
8/13/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$19.95	Refund/Reimbursement Sandy Osbon - A/P #674
8/13/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$21.95	Refund/Reimbursement Susan Blubaugh- A/P #677
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06- Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06- Wal-Mart purchase#014133

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,162.37

Voucher List**Jasper County Public Library****Report Date: From 8/1/2007 To 8/31/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26411	630	AARON'S LAWN CARE	8/13/2007	Lawn Care: mowing, trimming, spraying weeds at DeM (7/3-7/24) & Rens (7/2-7/24)	\$690.00
26412	631	ACE HARDWARE	8/13/2007	Toilet Repair Parts	\$19.98
26413	632	ALCO DISCOUNT STORE #290	8/13/2007	DeMotte Children's Supplies	\$14.94
26414	633	BANK OF NEW YORK	8/13/2007	Annual Fee Period of 7/1/06 - 6/30/07	\$630.00
26415	634	BAKER & TAYLOR	8/13/2007	Books, Continuations, AV, Title Source III	\$10,403.39
26416	635	BAKER & TAYLOR ENTERTAIN	8/13/2007	DVDs	\$42.86
26417	636	BARNES & NOBLE	8/13/2007	Books	\$81.17
26418	637	CAPITAL ONE, F.S.B.	8/13/2007	Software, Adult Summer Reading, Licenses, Battery Tester	\$298.23
26419	638	CONSOLIDATED INCORPORA	8/13/2007	Notary for Emily Duran	\$50.00
26420	639	CULLIGAN	8/13/2007	August Water Cooler Rental - Wh. Lib.	\$9.95
26421	640	DESIGN CENTER, INC.	8/13/2007	Window Replacement	\$1,067.00
26422	641	EDUCATION NETWORKS OF A	8/13/2007	Internet Access, 7/1-7/31/07	\$760.00
26486	642	AFLAC	8/24/2007	Supplemental Ins. Premium-August 2007	\$168.00
26424	643	FLEXPAC/SCHNIABLE, INC	8/13/2007	Hand Soap, Gloves, Garbage Liners, Toilet Tissue, Multifold Towels, Facial Tissue, Paper Towels	\$620.36
26425	644	GA FOODS GROUP	8/13/2007	Supplies for Teen Chocolate Program, Tuesday Night @ the Movies	\$17.73
26426	645	GAIL JUNG	8/13/2007	Batteries, Cleaner, Parking @ HAS IN Gov't Center, Mileage	\$111.97
26427	646	HAINES & COMPANY, INC.	8/13/2007	3 NWI Directories	\$898.50
26428	647	HERITAGE OFFICE PRODUCT	8/13/2007	3x1 1/2 Labels	\$4.49
26429	648	HIGHSMITH CO. INC.	8/13/2007	Bookmarks, Laminate, Posters	\$276.19
26430	649	INGRAM	8/13/2007	Books	\$44.76
26431	650	INSPIRATIONAL DISTRIBUTOR	8/13/2007	Christian Books	\$68.20
26432	651	JASPER COUNTY HOSPITAL	8/13/2007	Qtly. Water Testing-DeMotte Lib.	\$17.00
26433	652	JILL TACHTIRIS	8/13/2007	Books	\$25.47
26434	653	KONE, INC.	8/13/2007	July - Sept 2007 Elevator Mtnc Contract	\$424.65
26435	654	LINDA POORTENGA	8/13/2007	Supplies for Bracelet Program	\$96.00
26436	655	LAWN CARE CONSULTANTS	8/13/2007	Fertilized, Spray Weeds, Mow, Fixed Leaks, Reset Sprinkler, Grub Control, Mulch, Replaced Sprinkler Head	\$800.00
26437	656	McDANIEL FIRE SYSTEMS	8/13/2007	1 year maintenance contract-fire alarm(8/15/07-8/14/08) Wheatfield Lib	\$1,800.00
26438	657	MIDWEST TAPE	8/13/2007	DVDs	\$79.94
26439	658	OFFICE DEPOT	8/13/2007	Contact Paper, Toner	\$733.75
26440	659	OLLIS BOOK CORPORATION	8/13/2007	Books	\$1,011.40
26441	660	OSBY WATER CONDITIONING	8/13/2007	Pellet Salt for Wh. Water Softner	\$75.00
26442	661	PATTY STRINGFELLOW	8/13/2007	Mileage-Directors Mtg	\$39.77
26443	662	PENWORTHY COMPANY	8/13/2007	Books	\$550.90
26444	663	PUBLIC EMPLOYEES' RETIRE	8/13/2007	PERF 3rd Qtr Payment 2007	\$20,949.47
26445	664	PHILIP POTEMPA	8/13/2007	Cookbook	\$30.00
26446	665	PILLOW EXPRESS LOGISTICS	8/13/2007	Statewide Inter-Library Loan Delivery Service	\$500.00
26447	666	PRECISION CONTROL SYSTE	8/13/2007	Repair/Replaced VAV controller, Washed condensor coils, lubed motor, changed filter, repair pump @ Rens	\$3,730.38
26448	667	QUILL CORPORATION	8/13/2007	Laser Jet Printer, Contact Paper, Pen drive, 2 Staples, Copy Paper	\$665.65
26449	668	RACHAEL CAVINDER	8/13/2007	Mileage	\$18.43
26450	669	RECORDED BOOKS, LLC	8/13/2007	My Library DVD online, audiobooks	\$2,144.20
26451	670	R.H. DONNELLEY	8/13/2007	Qtly Yellow Page Advertising - Sept, Oct, Nov	\$247.50
26452	671	RMC IMAGING, INC	8/13/2007	Annual Maintenance on ST200 Digital Library Scanner D & R	\$1,870.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26453	672	ROEING CORPORATION	8/13/2007	Windows Server Migration, August Pymt.	\$2,500.00
26454	673	ROTARY CLUB of RENSSSLAE	8/13/2007	Library Membership Dues - May/June 2007	\$27.00
26455	674	SANDY OSBON	8/13/2007	Patron found movie that was previously paid	\$19.95
26456	675	SKILLPATH SEMINARS	8/13/2007	Indispensable Assistant Seminar	\$149.00
26457	676	SUE TOBIAS	8/13/2007	Mileage	\$14.55
26458	677	SUSAN BLUBAUGH	8/13/2007	Patron found book that was previously paid	\$21.95
26459	678	TECH LOGIC CORP	8/13/2007	Down payment for Self Checkout Terminal/Installation	\$4,208.00
26460	679	THE LIBRARY CORPORATION	8/13/2007	Software support (Sept '07-Aug '08)	\$24,143.00
26461	680	THOMSON GALE	8/13/2007	Books, Continuations	\$1,949.79
26462	681	TIM SCHULTZ	8/13/2007	Mileage	\$41.71
26474	682	POSTMASTER GENERAL	8/13/2007	Postage: 40- \$.05 stamps; 100-\$1.00 stamps	\$102.00
26464	683	TYSEN'S FAMILY FOOD CENT	8/13/2007	Supplies for Wheatfield Youth Program	\$40.34
26465	684	UNIQUE MANAGEMENT SERVI	8/13/2007	June Collections - Initial & Secondary Placements	\$126.28
26466	685	VISION SERVICE PLAN- (IN)	8/13/2007	Vision Ins Premium-August 2007 (17 employees)	\$164.46
26467	686	WAL-MART COMMUNITY BRC	8/13/2007	DVDs, Microwave, Batteries, Portfolio Paper, Cleaning Supplies, Mop w/ Refill, Smoke Alarms, Supplies for Teen Chocolate Program	\$979.95
26468	687	WEBBALANCED TECHNOLOGI	8/13/2007	Internet Filtering Qlty Billing, 7/15-10/15/07	\$360.00
26469	688	WEST CIRCLE BOOKS	8/13/2007	Books	\$65.78
26470	689	WHEATFIELD CHAMBER OF C	8/13/2007	Booth at Car Show	\$40.00
26471	690	WHEATFIELD VOLUNTEER FI	8/13/2007	Casual day donation from Jasper Cty Library Employee Fund	\$23.95
150151	691	OFFICE DEPOT	8/13/2007	Fax Machine	\$149.99
150152	692	RACO INDUSTRIES	8/13/2007	Triggerless Scanner	\$180.22
26485	693	ALLIED WASTE SERVICES #71	8/10/2007	Trash Service for Wheatfield-August 2007	\$66.52
26475	694	ANTHEM BLUE CROSS BLUE S	8/10/2007	Health Insurance Premium -July '07	\$8,881.50
26476	695	ANTHEM LIFE	8/10/2007	Health Insurance Premium-24 employees, August 2007	\$93.15
26477	696	EDWARD YOUNG	8/10/2007	Courier Mileage, 7/16/07-7/31/07	\$349.20
26478	697	FIRST TRUST CREDIT UNION	8/10/2007	Direct Deposits W/Held from August 10, 07 Payroll - 7 employees	\$1,942.16
26479	698	GREAT-WEST RETIREMENT S	8/10/2007	Annuity w/held from August 10, 2007 Payroll - 8 Participants	\$1,210.00
0	699	INDIANA DEPARTMENT OF RE	8/10/2007	EFT-State and County Tax Withheld August '07 Ref#91337 Verf Code 27	\$3,350.37
0	700	IRS USA TAXPAYMENT	8/10/2007	EFT - FICA & FEDERAL less EIC Taxes W/Held August 10, '07, Ref #00809459	\$9,008.76
26480	701	KANKAKEE VALLEY POST NE	8/10/2007	Wheatfield Subscription (7/25/07-08)	\$47.00
26481	702	NIPSCO	8/10/2007	Wheatfield Utilities-7/6/07-8/3/07	\$1,998.01
26482	703	NORTHWESTERN INDIANA TE	8/10/2007	Local telephone service for DeMotte July '07	\$140.08
26483	704	TOWN OF DEMOTTE	8/10/2007	Sewer service, DeMotte Lib, June '07	\$68.42
26484	705	TOWN OF WHEATFIELD SEW	8/10/2007	August Sewer Service @ Wh. Lib.	\$56.65
0	706	PAYROLL	8/10/2007	PAYROLL	\$40,593.54
0	707	JASPER COUNTY PUBLIC LIBR	8/15/2007	Interfund Transfer 2005 LEVY EXCESS per DLGF Rep on 8/7/07.	\$15,994.22
26257	708	DANIEL RAYNOR	8/17/2007	Correcting Fund # entry on A/P #459	\$0.00
0	709	PAYROLL	8/24/2007	PAYROLL	\$37,224.14
26487	710	CITY OF RENSSSLAER	8/24/2007	Rensselaer Utilities-7/9-8/8/07	\$2,025.95
26488	711	EDWARD YOUNG	8/24/2007	Courier Mileage, 8/1-8/15/07	\$320.10
26489	712	FIRST TRUST CREDIT UNION	8/24/2007	Direct Deposits w/held 24 AUG 2007 payroll	\$1,783.18
26490	713	GREAT-WEST RETIREMENT S	8/24/2007	Annuity w/held from August 24, 2007 Payroll - 8 Participants	\$1,210.00
26491	714	INDIANA LIBRARY FEDERATIO	8/24/2007	CYPD Conference - Engelmann, Barton, Cavinder, Bristol, 9/23-24/07	\$641.00
0	715	IRS USA TAXPAYMENT	8/27/2007	EFT - FICA & FED Taxes w/held 24 AUG 2007 payroll, Ref #00166585	\$8,259.82
26492	716	NIPSCO	8/24/2007	DeMotte Utilities, 7/8-8/08/07	\$2,629.51

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$225,288.43

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, August 31, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$225,288.43**

Date this 10 day of September, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

F5

August 31, 2007

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,850.33	\$23,591.79
DeMotte	\$1,015.01	\$7,854.24		
Rensselaer	\$1,269.50	\$10,102.79		
Wheatfield	\$565.82	\$5,634.76		
PHOTOCOPIES:			\$803.13	\$6,146.29
DeMotte	\$277.05	\$2,260.19		
Rensselaer	\$319.18	\$2,274.36		
Wheatfield	\$206.90	\$1,611.74		
INTEREST:			\$2,354.93	\$22,377.79
Checking/Repurchase/Savings/CD's	\$2,354.93	\$22,377.79		
TAXES:			\$25,683.63	\$527,678.64
Property Tax	\$25,683.63	\$192,195.89		
License Excise Tax	\$0.00	\$32,532.75		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$273,929.00		
Local Option/Property Tax Repl.	\$0.00	\$29,021.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$16,232.67	\$17,966.02
Rebates/Refund	\$238.45	\$600.00	\$0.00	
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$200.00		
Reimbursement	\$0.00	\$15.00		
Credit Card Rewards Redemption	\$0.00	\$250.00		
Grant Reimbursements	\$0.00	\$904.80		
Interfund Transfer	\$15,994.22	\$15,994.22		
Miscellaneous Receipts	\$0.00	\$2.00		
TOTAL OPERATING FUND RECEIPTS.....			\$47,924.69	\$597,760.53
PLAC FUND:-.....			\$0.00	\$90.00
GIFT FUNDS:			\$614.49	\$18,510.65
DeMotte	\$61.96	\$7,275.05		
Rensselaer	\$25.00	\$8,948.57		
Wheatfield	\$527.53	\$2,287.03		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$438.71	\$4,158.71
BOND & INTEREST REDEMPTION FUND:			\$14,327.66	\$125,365.17
Property Tax	\$14,327.66	\$107,216.72		
License Excise Tax	\$0.00	\$18,148.45		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$5,865.40	\$50,301.94
Interest Earned	\$718.06	\$5,063.35		
Property Tax	\$5,147.34	\$38,518.59		
License Excise Tax	\$0.00	\$6,520.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Printer Return Rebate	\$0.00	\$200.00		
HOST/HOSPITALITY FUND:			\$259.50	\$305.25
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$627.56	\$5,232.10
Int. Earned(Chkg.,CD's,Escrow)	\$627.56	\$5,232.10		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$70,058.01	\$898,755.35

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,832.90	\$43,236.88
FICA Collected	\$5,717.84	\$43,272.38
State Tax Collected	\$2,623.34	\$19,940.50
County Tax Collected	\$998.20	\$7,600.90
Deferred Comp Plan	\$2,420.00	\$18,912.64
Pre-tax Insurance Plans	\$3,074.98	\$24,558.83
Life Insurance	\$135.80	\$978.40
PERF	\$2,073.19	\$15,571.18
Garnishments	\$0.00	\$0.00
Credit Union	\$3,725.34	\$33,848.42
EIC	\$0.00	(\$115.40)
Repayment	\$300.00	\$2,100.00

\$26,901.59

\$209,904.73

TOTAL RECEIPTS - ALL FUNDS.....**\$96,959.60****\$1,108,660.08**

Voucher List**Jasper County Public Library****Report Date: From 9/1/2007 To 9/10/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26493	717	AARON'S LAWN CARE	9/10/2007	Lawn Mowing, weeding-Rens. Lib, 8/1-8/29/07	\$365.00
26494	718	ACE HARDWARE	9/10/2007	Water Closet replacement parts; roof cement, joint knife - DeM. Lib.	\$57.93
26495	719	ALCO DISCOUNT STORE #290	9/10/2007	YA Bingo Program Supplies	\$11.96
26496	720	ANGELA BARTON	9/10/2007	Fish Tank supplies @ Rens.	\$8.09
26497	721	BAKER & TAYLOR	9/10/2007	Books, Continuations,, AV	\$8,125.47
26498	722	BAKER & TAYLOR ENTERTAIN	9/10/2007	DVDs, Software	\$110.92
26499	723	BARNES & NOBLE	9/10/2007	Children Books	\$153.28
26500	724	BIERMA HARDWARE, INC.	9/10/2007	New mailbox, numbers, post & bracket; mirror hardware; nails, hardware, etc	\$102.14
26501	725	BOOKPAGE	9/10/2007	Subscription 10/1/07-9/30/08	\$360.00
26502	726	BORDERS	9/10/2007	Audiobooks, Music CDs	\$231.35
26503	727	BRENDA THOMPSON	9/10/2007	Mileage: Learning Network, Mgmt Mtg, Allen Co. P.L., etc.	\$277.83
26504	728	BUYBUTTONPARTS.COM	9/10/2007	Button Maker Machine & materials	\$221.33
26505	729	CAPITAL ONE, F.S.B.	9/10/2007	Books, DVDs, AV, Craft Supplies, Meeting Expenses	\$1,620.86
26506	730	CENTRAL STATES SALES CO	9/10/2007	Sm. Ceiling Spots, Track Lights	\$69.06
26507	731	CENTURION TECHNOLOGIES,	9/10/2007	Annual Mtnc Fee - CompuGuard Security, 5/10/07-5/10/08	\$116.60
26508	732	CULLIGAN	9/10/2007	Water Cooler Rental & Water-Sep	\$43.95
26509	733	DEMCO	9/10/2007	Classification labels, pc wipes, bookends	\$376.48
26510	734	DIANA KOOY	9/10/2007	Mileage: Bank Deposits, Rotary; Bd. Mtg., Mgmt Mtg, etc.	\$73.72
26511	735	DIANE OPOLSKI	9/10/2007	Mileage: Bank Deposits, AV trip	\$47.53
26512	736	EDUCATION NETWORKS OF A	9/10/2007	Internet Service-August 2007	\$760.00
26513	737	EVELYN BRISTOL	9/10/2007	Mileage, Crafts, Mtg. Expense	\$48.64
26514	738	FASE'S WATER TREATMENT	9/10/2007	15-Redout for Water Softner - DeM. Lib.	\$168.75
26515	739	FLEXPAC/SCHNIABLE, INC	9/10/2007	Jumbo TP, M-Folds, Kleenex, Roll Towels	\$493.96
26516	740	GA FOODS GROUP	9/10/2007	Film Group & Mgmt Mtg supplies	\$14.60
26517	741	HERITAGE OFFICE PRODUCT	9/10/2007	Patron Copier Drum-Rens, UPS, labels	\$175.90
26518	742	HP PRODUCTS CORP.	9/10/2007	Mophead, Stainless Steel Cleaner, Glass Cleaner	\$116.75
26519	743	INCOLSA	9/10/2007	Grove Art On-Line Subsc., 7/1/07-6/30/08	\$300.25
26520	744	INDIANA CHAMBER	9/10/2007	3-State & Fed Labor Posters	\$147.00
26521	745	INDIANA LIBRARY FEDERATIO	9/10/2007	Legislative Forum, 9/27/07-P. Stringfellow	\$35.00
26522	746	INGRAM	9/10/2007	Paperbacks	\$46.73
26523	747	INSPIRATIONAL DISTRIBUTOR	9/10/2007	Christian Paperbacks	\$66.88
26524	748	K.A. WITTKAMPER SERVICES	9/10/2007	Professional Speaker-SDD	\$375.44
26525	749	LINDA POORTENGA	9/10/2007	DVD, Mileage: Learning Network, Allen Co.P.L. Mtg, FOL Mtg	\$106.62
26526	750	LINDA THOMPSON	9/10/2007	Mileage: Ref Counterparts, Bank Deposits	\$19.40
26527	751	M. LEE SMITH PUBLISHERS LL	9/10/2007	IN Employment Law Subscription, 10/1/07-9/30/08	\$327.00
26528	752	MIDWEST TAPE	9/10/2007	DVDs	\$143.92
26529	753	OLLIS BOOK CORPORATION	9/10/2007	Books	\$1,180.70
26530	754	PATTY STRINGFELLOW	9/10/2007	Mileage: Branch Visits, ISL Certif. Mtg, Committee Mtg.	\$142.59
26531	755	PRECISION CONTROL SYSTE	9/10/2007	VAV repairs, replaced controller; boiler mtnc - diaphragms, gaskets, o-rings, spark plugs (readying for heating season) - DeM	\$2,759.51
26532	756	QUILL CORPORATION	9/10/2007	Typewriter Ribbons, Constr. Paper, diskettes, file folders, book tape, canned air	\$260.84
26533	757	RACHAEL CAVINDER	9/10/2007	Mileage: AV Trip	\$32.98
26534	758	RECORDED BOOKS, LLC	9/10/2007	Audiobooks, PlayAways, CD Cases	\$1,082.20
26535	759	RENEE CARR	9/10/2007	Library business -Telephone Calls, 3/08/07-8/05/07	\$10.90

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26536	760	RENSSELAER REPUBLICAN	9/10/2007	CPF & Budget Legal Ads, Page Ad-Rens.	\$684.02
26537	761	ROEING CORPORATION	9/10/2007	September Payment - MS Windows Conversion	\$2,500.00
26538	762	SCHOLASTIC INC.	9/10/2007	Books	\$206.01
26539	763	SUE TOBIAS	9/10/2007	Mileage & Indispensable Asst. Mtg Expenses	\$138.15
26540	764	SUSAN ENGELMANN	9/10/2007	CDs/DVDs	\$1,059.05
26541	765	TASTE OF HOME BOOKS	9/10/2007	2007 Taste of Home Annual-WH. Lib	\$4.99
26542	766	TEACHING COMPANY	9/10/2007	DVD Educational sets	\$269.85
26543	767	TECH LOGIC CORP	9/10/2007	Self-Checkout Station Software (Grant)	\$1,808.00
26544	768	THOMSON GALE	9/10/2007	Books	\$1,000.57
26545	769	TIM SCHULTZ	9/10/2007	Mileage-Bd Mtgs (8/13 & 8/27)	\$42.68
26546	770	TRU-GREEN CHEMLAWN	9/10/2007	Bagworm Application-DeM. Lib	\$39.00
26547	771	TYSEN'S COUNTRY GROCERY	9/10/2007	Counterparts Meeting supplies	\$53.20
26548	772	UNIQUE MANAGEMENT SERVI	9/10/2007	Initial & Secondary Placements-July	\$358.24
26549	773	VISION SERVICE PLAN- (IN)	9/10/2007	Vision Premium, Sep 2007 - 15 empl.	\$138.18
26550	774	WAL-MART COMMUNITY BRC	9/10/2007	Pocket folders, glue sticks, binders, books, cds	\$360.25
150153	775	PHILLIP KUHNS	9/10/2007	Wh. Constr. Outdoor Signage- Keep Out, Bicycles, Book Drop, Staff Parking, No Skateboarding, etc, Staff Entry - Deposit	\$996.00
26551	776	ALLSOURCE TELECOM, LLC	9/10/2007	Programmed phones to ring on night mode for staff call-ins.	\$330.00
26552	777	PURDUE UNIVERSITY	9/10/2007	2-Day Grant Writing Wkshp (10/10 & 11/14), Poortenga	\$150.00
Total Amount of Claims					\$31,328.25

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 05, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$31,328.25

Date this 10 day of September, 20 07.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OCT.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 8, 2007, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of September Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 12)

General Business

Rensselaer Library Pay Phone (R 20-R 21)
Advanced Tax Draw Resolution (R 21)
Library Revenue-Contingency Plan (R 21)
2008 Slate of Officers (R 21)
NILBA dinner (R 22)

Action
Action
Discussion
Information
Information

Director's Report (R 20 –R 25)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

September 10, 2007
Wheatfield Library

Present: Mari Anne Sayler, Timothy Schultz Jr., Anne-Marie Egan, Joan Floyd, Natalie Waling, Susan Deardorff, Patricia Stringfellow, Diana Kooy, Rachael Cavinder, & Gail Jung.

Absent: Jody Melton

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by J. Floyd, to approve the Agenda and Consent Agenda items, minutes of the August 13th Board Meeting and August 27th Budget Hearing, monthly bills and financial reports, Salary Ordinance Update, Grant Workshop approval, revisions to Staff Privilege Policy and Mission/Role/Values Statement and no changes to the Board Privilege Policy and Group Visit Policy. Motion passed

Wheatfield Library Annual Report: Rachael Cavinder reflected on the children programs (Story Time, Toddler time, Lap-sit, Summer Reading, Afterschool, and Teen) offered during the past year with an overall increase in participation. The Friends of Wheatfield Library sponsored a book fair that resulted in over 100 free books for the library. A Kids Book Discussion is a new program being offered 3 times a year for each grade level: K-1st, 2nd – 4th, 5th-7th, and 8th-12th. Each month poster is displayed for patrons of the new children's books that have been added to their collection. The new young adult book display features a specific theme or highlights an author to entice teens to read.

Insofar as the adult programs, Diana Kooy spoke of a variety of topics they have offered. Some of these were basic self defense, calligraphy, mystery writers, author visits, and the ongoing book discussion groups. Staff are all contributing ideas for programs, book displays, posters, and computer know-how. Audiobook and Playaway collections are expanding with patron interest increasing. Videos continue to be a big draw as well. Diana is also focusing on updating non-fiction books.

Diana has been working with our lawn care consultants on landscaping issues: targeting areas where plantings have died off and filling in with transplants from larger ones; mulching, and discussing the placement of sod in the book drop island. Wetlands were sprayed for cattails and future planting plans are in place for spring by Jasper County Soil and Water Board volunteers.

Wheatfield Landscaping: The Board reviewed Wheatfield Landscaping plans that were presented in the Wheatfield Librarian's annual report. The board acknowledged that upkeep of the landscaping and planting beds is an overwhelming job and may be more than our current lawn care consultant can handle on their own. Lawn and landscape maintenance, especially weeding, is a top priority. D. Kooy will speak to our lawn care consultant about Board concerns and discuss possible solutions, one being outsourcing some of the work. Sidewalk and building discoloration were also discussed. The only way to eliminate these problems entirely would be to treat the iron in the water in the sprinkler system which would be a costly endeavor. The board decided not to act on water treatment at this time.

2008 Budget Adoption: On a motion by A-M Egan, second by J. Floyd, the board voted to adopt the 2008 budgets as advertised: Operating for \$1,847,483, BIRF for \$315,748, CPF for \$47,000, LIRF for \$50,000, and Rainy Day Fund for \$50,000. Motion passed unanimously.

Advance Tax Draw: The board approved another advanced tax draw resolution in order to receive any property taxes paid since our last resolution that was submitted to the county auditor on a motion by A-M Egan, seconded by S. Deardorff.

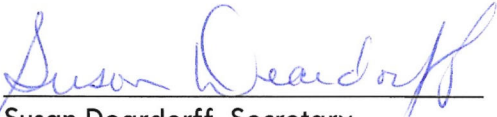
Director's Report: P. Stringfellow is serving on the statewide Certification Taskforce to improve standards, credibility, and validity for library certification.

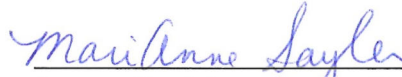
Staff Development Day was held the morning of Sep 7th. Staffs really appreciated having the opportunity to come together as a unit to be uplifted, communicate face to face, and learn new things.

The library migrated to the TLC hosting service in August with little disruption. A few minor issues with the conversion have been remedied. Our System Administrator reports that we are at 97% bandwidth capacity. We have ordered an extra T-1 line that will make for a more efficient Internet connection.

Our janitor/maintenance person at DeMotte sealed and tarred an offending roof leak that's 'reared its ugly head' from recent rains there. If the leak continues, we may need to pursue other repair options.

Adjournment: With no further matters for discussion, J. Floyd moved to adjourn at 7:54 PM.


Susan Deardorff, Secretary


Attest: Mari Anne Sayler, President

CIRCULATION BY HOLDINGS CODE
September 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1	0	0	1
Award Winner JE (DAJE)	3	0	0	3
Award Winner JFIC (DAJFIC)	11	0	0	11
Award Winner JNF (DAJNF)	1	0	0	1
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winner YAFIC (DAYAF)	5	0	0	5
Award Winner YAPFIC (DAYPBF)	2	0	0	2
Biography (DBIO)	48	3	0	51
Books on CD (DBKCD)	137	1	2	140
Books on Tape (DBKT)	15	4	1	20
Compact Disc (DCD)	341	14	10	365
Digital Audiobooks (DDA)	6	1	0	7
DVD (DDVD)	986	2	1	989
Equipment (DEQP)	31	0	0	31
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	44	1	0	45
Fiction (DFIC)	1146	51	20	1217
Fiction Fantasy (DFICF)	19	1	1	21
Fiction Mystery (DFICM)	234	4	8	246
Fiction Science Fiction (DFICSF)	15	3	1	19
Fiction Western (DFICW)	19	0	0	19
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	0	0	0	0
Hanging Bags (DHANG)	12	1	1	14
ILL (DILL)	75	5	0	80
Internet (DINTER)	1344	0	0	1344
Juv. Biography (DJBIO)	11	1	0	12
Juv. Book on CD (DJBKCD)	1	2	0	3
Juv. Book on Tape (DJBKT)	14	0	0	14
Juv. Compact Disc (DJCD)	21	0	0	21
Juvenile Easy (DJE)	662	27	20	709
Juv. Easy Reader (DJER)	175	7	13	195
Juv. Fiction (DJFIC)	397	7	15	419
Juv. Holiday books (DJHOL)	10	0	0	10
Juv. Magazine (DJMAG)	31	0	0	31
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	422	13	22	457
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	6	0	0	6
Juv. Toddler (DJTOD)	142	2	1	145
Large Print Fiction (DLPF)	88	6	0	94
Large Print Nonfic (DLPNF)	2	0	0	2
Magazine (DMAG)	916	0	6	922
Music Cassette (DMCAS)	0	0	0	0

Nonfiction DVD (DNFDVD)	25	0	1	26
Nonfiction (DNFIC)	745	59	62	866
Nonfiction VHS (DNFVHS)	24	0	0	24
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)				0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	50	5	0	55
Vertical File (DVF)	2			2
VHS (DVHS)	329	2	4	335
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	2	2
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	99	1	1	101
YA Nonfiction (DYANF)	22	0	3	25
YA Paperback Fic (DYAPBF)	62	0	0	62
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	2	0	2
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	51	0	55
Books on CD (RBKCD)	2	170	3	175
Books on Tape (RBKT)	1	103	0	104
Compact Disc (RCD)	15	369	1	385
Digital Audiobooks (RDA)	0	8	0	8
DVD (RDVD)	3	1966	2	1971
Equipment (REQP)	0	91	0	91
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	65	0	65
Fiction (RFIC)	26	1151	14	1191
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	46	0	47
Hanging Bag (RHANG)	0	20	0	20
ILL (RILL)	0	86	0	86
Internet (RINTER)	0	1813	0	1813
Juv. Biography (RJBIO)	12	61	1	74
Juv. Book on CD (RJBKCD)	0	20	0	20
Juv. Book on Tape (RJBKT)	0	11	0	11
Juv. Compact Disc (RJCD)	0	9	0	9
Juvenile Easy (RJE)	5	1065	2	1072
Juv. Easy Reader (RJER)	0	257	0	257
Juv. Fiction (RJFIC)	24	453	2	479
Juv. Magazine (RJMAG)	0	36	0	36
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	895	1	906
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	1	1	0	2

Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOP)	0	248	0	248
Large Print Fiction (RLPF)	8	76	1	85
Large Print Nonfic (RLPNF)	2	8	1	11
Magazine (RMAG)	0	246	1	247
Music Cassette (RMCAS)	0	6	0	6
Non-Fiction 000 (RNF000)	0	12	1	13
Non-Fiction 100 (RNF100)	1	38	1	40
Non-Fiction 200 (RNF200)	5	29	0	34
Non-Fiction 300 (RNF300)	1	86	4	91
Nonfiction DVD (RNFDVD)	3	44	0	47
Nonfiction (RNFIC)	23	709	35	767
Nonfiction VHS (RNFVHS)	1	70	1	72
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)				0
Ref. Magazine (RRMAG)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	31	0	31
Software (RSWAR)	0	127	0	127
Vertical File (RVF)		5		5
VHS (RVHS)	2	577	1	580
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	6	0	6
YA Books on Tape (RYABKT)	0	1	0	1
YA Fiction (RYAF)	8	216	4	228
YA Nonfiction (RYANF)	1	23	2	26
YA Paperback Fic (RYAPBF)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	6	29	37
Books on CD (WBKCD)	5	4	144	153
Books on Tape (WBKT)	0	1	15	16
Compact Disc (WCD)	11	18	245	274
Digital Audiobooks (WDA)	1	3	1	5
DVD (WDVD)	5	15	1081	1101
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	31	31
Fiction (WFIC)	68	34	554	656
Fiction Fantasy (WFICF)	2	0	13	15
Fiction Mystery (WFICM)	9	9	160	178
Fiction Science Fiction (WFICSF)	0	1	12	13
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	0	0
Hanging Bags (WHANG)	0	1	12	13
ILL (WILL)	3	0	32	35
Internet (WINTER)	0	0	792	792
Juv. Biography (WJBIO)	0	0	17	17
Juv. Book on CD (WJBKCD)	3	1	5	9
Juv. Book on Tape (WJBKT)	0	0	1	1

Juv. Compact Disc (WJCD)	6	0	34	40
Juvenile Easy (WJE)	9	22	539	570
Juv. Easy Reader (WJER)	1	1	120	122
Juv. Fiction (WJFIC)	10	8	231	249
Juv. Magazine (WJMAG)	0	0	35	35
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	10	21	323	354
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	4	4
Juv. Toddler (WJTOD)	3	4	156	163
Large Print Fiction (WLPF)	6	1	38	45
Large Print Nonfic (WLPNF)	0	0	4	4
Magazine (WMAG)	4	0	263	267
Nonfiction DVD (WNFDVD)	0	0	27	27
Nonfiction (WNFIC)	37	30	412	479
Nonfiction VHS (WNFVHS)	0	0	14	14
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)				0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	6	6
Software (WSWAR)	1	2	60	63
Vertical File (WVF)			1	1
VHS (WVHS)	4	6	248	258
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	3	3
YA Fiction (WYAF)	9	6	106	121
YA Nonfiction (WYANF)	1	0	7	8
YA Paperback Fic (WYAPBF)	0	0	0	0
TOTAL	9129	11726	6052	26907

CIRCULATION BY HOLDINGS CODE
September 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	0	0	1
Award Winner JE (AJE)	3	2	0	5
Award Winner JFIC (AJFIC)	11	0	0	11
Award Winner JNF (AJNF)	1	0	0	1
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winner YAFIC (AYAF)	5	0	0	5
Award Winner YAPFIC (YAYPBF)	2	0	0	2
Biography (BIO)	54	60	29	143
Books on CD (BKCD)	144	175	149	468
Books on Tape (BKT)	16	108	16	140
Compact Disc (CD)	367	401	256	1024
Digital Audiobooks (DA)	7	12	1	20

DVD (DVD)	994	1983	1084	4061
Equipment (EQP)	31	91	0	122
See librarian (ERR)	0	0	0	0
Express Book (EXP)	44	66	31	141
Fiction (FIC)	1240	1236	588	3064
Fiction Fantasy (FICF)	21	1	14	36
Fiction Mystery (FICM)	243	13	168	424
Fiction Science Fiction (FICSF)	15	4	13	32
Fiction Western (FICW)	19	0	2	21
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	1	46	0	47
Hanging Bags (HANG)	12	22	13	47
ILL (ILL)	78	91	32	201
Internet (INTR)	1344	1813	792	3949
Juv. Biography (JBIO)	23	62	18	103
Juv. Book on CD (JBCD)	4	23	5	32
Juv. Book on Tape (JBKT)	14	11	1	26
Juv. Compact Disc (JCD)	27	9	34	70
Juvenile Easy (JE)	676	1114	561	2351
Juv. Easy Reader (JER)	176	265	133	574
Juv. Fiction (JFIC)	431	468	248	1147
Juv. Holiday (JHOL)	10	0	0	10
Juv. Magazine (JMAG)	31	36	35	102
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	442	929	346	1717
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	1	1	0	2
Juv. Reference (JREF)	6	0	4	10
Juv. Toddler (JTOD)	145	254	157	556
Large Print Fiction (LPF)	102	83	39	224
Large Print Nonfic (LPNF)	4	8	5	17
Magazine (MAG)	920	246	270	1436
Music Cassette (MCAS)	0	6	0	6
Non-Fiction 000 (NF000)	0	12	1	13
Non-Fiction 100 (NF100)	1	38	1	40
Non-Fiction 200 (NF200)	5	29	0	34
Non-Fiction 300 (NF300)	1	86	4	91
Non-Fiction DVD (NFDVD)	28	44	28	100
Nonfiction (NFIC)	805	798	509	2112
Nonfiction VHS (NFVH)	25	70	15	110
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2
Reference (REF)	60	54	22	136
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	31	6	44
Software (SWAR)	51	134	60	245
Vertical File (VF)	0	5	1	6

VHS	335	585	253	1173
YA Biography (YAB)	0	2	1	3
YA Books on CD (YABKCD)	0	6	3	9
YA Books on Tape (YABKT)	0	1	3	4
YA Fiction (YAF)	116	223	111	450
YA Nonfiction (YANF)	24	23	12	59
YA Paperback Fic (YAPBF)	62	0	0	62
				0
Free reads	278	239	117	634
Games/Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	9465	12019	6191	27675

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1962	1642	972	4576
Nonfiction	1015	1207	609	2831
CHILDREN'S BOOKS				
Fiction	1442	2103	1099	4644
Nonfiction	486	992	368	1846
YA BOOKS				
Fiction	186	269	111	566
Nonfiction	24	25	13	62
Magazines, Adult	920	246	270	1436
Magazines, Children	31	36	35	102
Sound Recordings, adult	534	709	428	1671
Sound Recordings, ch	57	65	53	175
Online databases	0	0	0	0
Software	51	134	60	245
Vertical file	0	5	1	6
VHS/DVD	1382	2682	1380	5444
Equipment	31	91	0	122
Total	8121	10206	5399	23726
A-V Circulation	2024	3590	1921	7535
A-V Circulation as % of total	24.9%	35.2%	35.6%	31.8%

September 2007

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	62,187	57,386	38,679
Circulation Increase/Decrease	-6.1%	-3.6%	0.4%
XX			
MONTHLY SYSTEM STATISTICS	2006	2007	% change
Current month's Circulation	24,617	23,726	-3.6%
Jan. to date circulation	232,268	235,291	1.3%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
16,280	16,373	11,824	11,694	10,701	10,755 Fiction
16,407	16,446	19,235	19,238	8,932	8,969 Nonfiction
					CHILDREN'S BKS
11,989	12,055	10,566	10,597	8,016	8,040 Fiction
9,179	9,231	5,835	5,804	4,411	4,447 Nonfiction
					YA BOOKS
2,107	2,116	1,900	1,913	1,599	1,607 Fiction
400	404	612	612	140	140 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,175	2,178	2,739	2,738	2,342	2,342 Sound Rec/Adult
418	418	436	436	448	448 Sound Rec/Child
25	25	16	16	1	1 Online Databases
318	318	382	382	128	128 Software
3	3	0	0		Vertical Files
2,493	2,501	3,777	3,794	1,755	1,745 VHS/DVD
119	119	142	142	57	57 Equipment
61,913	62,187	57,484	57,386	38,530	38,679 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
September 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	148	32	140	30	256	55	544	118
LOCAL HISTORY								
In person	5	1	26	7		0	31	9
Letters written	1	1	2	2		0	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1344	56	1813	76	792	33	3949	165
Computer software used	201	17	171	14	106	9	478	40
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	20	3		0	27	4
CD ROM/Online databases	67	6	479	40	47	4	593	49
Typewriter use	1	0	1	0		0	2	0
Other equipment used	2	1	0	0	0	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	46	46	9	6		0	55	37
Notarized documents	2	1	3	1	1	0	6	2
Meeting Room Use (no. of group	50	17	34	11	51	17	135	45
Study room use	24	2	12	1	10	1	46	4
Proctoring	1	1		0		0	1	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	34		191		118		343	
WIRELESS USE via patron owned pcs	7		12		8		27	
INTERLIBRARY LOANS								
Requests made for:	57	14	59	15	8	2	124	31
Items rec'd for:	60	30	54	27	22	11	136	68
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7805	7953	3976	
Non-resident, paying	1	2	0	
PLAC card users	0	2	0	
Reciprocal borrowers	422	332	74	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			

Programs for all ages	1	6	1	6	1	6	3	18
Children's Programs (0-13)	8	48	19	114	8	48	35	210
Number attending	429		390		431		1250	
YA Programs (14-17)	2	12	3	18	0	0	5	30
Number attending	92		24		1		117	
Adult Programs	4	24	5	30	2	12	11	66
Number attending	441		161		61		663	
Senior Citizen Programs	10	60	4	24	1	6	15	90
Number attending	314		73		28		415	
Total Number of Programs	25	150	32	192	12	72	69	414
Total Persons Attending	1276		648		521		2445	
Total Attending Same Month Last	792		809		477		2078	
Total Staff Hours Spent		374		425		204	1004	988
Total Number of In-House Program	15		27		10		52	
Total Attendance	1144		544		369		2057	
Total Number of Outreach Program	10		5		2		17	
Total Attendance	132		104		152		388	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5933	73.6%	6821	67.2%	3822	71.1%	16576	70.3%
Corporate	135	1.7%	60	0.6%	0	0.0%	195	0.8%
Juvenile 0-11	537	6.7%	974	9.6%	332	6.2%	1843	7.8%
Juvenile-AV	293	3.6%	539	5.3%	480	8.9%	1312	5.6%
Nonresident No Fee	19	0.2%	223	2.2%	74	1.4%	316	1.3%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Adult	354	4.4%	317	3.1%	47	0.9%	718	3.0%
Reciprocal Juvenile	8	0.1%	24	0.2%	0	0.0%	32	0.1%
Reciprocal Juvenile AV	0	0.0%	17	0.2%	5	0.1%	22	0.1%
Reciprocal YA	3	0.0%	6	0.1%	3	0.1%	12	0.1%
Reciprocal YA AV	0	0.0%	40	0.4%	0	0.0%	40	0.2%
School	0	0.0%	25	0.2%	0	0.0%	25	0.1%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	103	1.0%	0	0.0%	103	0.4%
Staff	391	4.8%	600	5.9%	410	7.6%	1401	5.9%
Walking books	95	1.2%	32	0.3%	0	0.0%	127	0.5%
YA 12-17	75	0.9%	65	0.6%	51	0.9%	191	2.9%
YA-AV	221	2.7%	305	3.0%	153	2.8%	679	2.9%
Total	8064		10152		5377		23593	

All items borrowed by nonresidents	384	4.8%	756	7.4%	129	2.4%	1269	5.4%
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**Salary Ordinance 2007
Updated 10/8/07**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Angela Barton	Lib Asst II	\$9.26	9/17/07	35	R
Evie Bristol	Youth Specialist	\$12.12	9/17/2007	35	D
Benjamin Hunter	Page	\$5.85	9/15/2007	10	R
Nancy Phillips	Clerk	\$7.12	9/17/07	18	R

Angela Barton's classification has been changed from Library Assistant I to Library Assistant II. Since she joined the Youth Services team in March 2007, additional responsibilities have been added to the position. She now coordinates and supervises our Teen Advisory Board, is responsible for the Jasper County Public Library young adult blog via the library website, and is responsible for juvenile and young adult programming, (planning and implementation) as directed by Youth Services Specialist. This classification change is in keeping with the arrangement we have in the DeMotte Library Youth Services Department and more accurately reflects the level of work required.

Evie Bristol has been promoted to Youth Services Specialist, replacing Luz Arambula who resigned in August.

Benjamin Hunter has been hired as a Rensselaer Page, replacing **Nancy Phillips** who was promoted to clerk.

We have examined and approved the changes to the 2007 Jasper County Public Library Salary Ordinance. Dated 10/8/07

Natalie Ubling Susan Deardorff
Aimee-marie Egan Timothy M Schultz
Jody Melton _____
MarAnne Saylor

B10

Library Credit Card Policy

The Library is authorized to open a credit card account, with a maximum credit line limitation per individual of \$5,000, (not to exceed \$10,000 for all staff combined). Individual cards, all credited to one account, ~~will~~ may be obtained for each staff person holding the following positions:

Director
Business Manager
Agency Librarians
Technical Services Librarian
Systems Administrator
~~DeMotte Children's~~ Specialist

Issuance, recordkeeping and custody of the cards, will be the responsibility of the Business Manager, in strict accordance with State Board of Accounts regulations.

The cards will be used for ordering materials, supplies or equipment where prepayment is required and ~~to pay~~ for travel expenses.

Payment will be based on the statement, ~~verified~~ documented by ~~paid bills~~ invoices and/or sales receipts submitted by staff to the Business Manager. Interest or penalties incurred due to late submission of bills and receipts will be the responsibility of the employee failing to submit the necessary documentation in a timely fashion.

This policy applies to major credit cards held by the library.

6/01; reviewed 10/05; revised 10/07

Equal Employment Opportunity/Anti-Harassment Policy

Equal Employment Opportunity

Jasper County Public Library, as required by law, makes equal employment opportunities available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, military status, or any other category protected under federal, state, or local law. This policy applies to applicants and employees and to all aspects of employment including hiring, promotion, demotion, treatment during employment, rates of pay or other forms of compensation, and termination of employment.

Reasonable Accommodation

Jasper County Public Library (JCPL) will take appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. JCPL also will take appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with JCPL's policies, practices, or procedures so long as doing so does not cause an undue hardship. If you need accommodation, please provide a written description of your situation and your needs to your supervisor.

Anti-Harassment

Jasper County Public Library (JCPL) is further committed to providing a workplace free of inappropriate treatment of any employee because of the employee's race, color, sex, religion, age, national origin, ancestry, disability or any other category protected under federal, state, or local law. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work. JCPL does not, however, condone or tolerate any inappropriate conduct based on an employee's race, sex, age, religion, national origin, ancestry or disability, or any other category protected under federal, state, or local law.

Moreover, JCPL is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as visitors, vendors, suppliers, clients, guests, customers, contractors, or members of the public.

Examples Of Inappropriate Conduct

Inappropriate conduct, which could lead to a claim of harassment, is expressly prohibited by this policy. Such conduct includes, but is not limited to:

- Epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry, or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry, or disability.
- Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, or physical gestures)
- Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;
- An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and
- The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

The prohibition on sexual harassment applies not only to situations which are male to female, but also female to male, male to male, or female to female. Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, JCPL treats alleged violations of this Policy seriously and, to the extent possible, confidentially. JCPL expects all individuals to treat alleged violations in the same responsible manner. Employees are expected to help us maintain a comfortable work environment

free from inappropriate and offensive conduct of any type irrespective of whether the conduct is unlawful.

Internal Reporting Procedure

If you believe you or any other employee is being subjected to behavior that is not consistent with these policies, you are encouraged to, and have a responsibility to, immediately report these matters to your supervisor. If for any reason you do not feel comfortable reporting your concerns to your supervisor, you should report your concerns to the Library Director . Additionally, any employee who believes a non-employee's behavior violates this policy should promptly report the non-employee's conduct through this policy. If the concern relates to the behavior of the Library Director, the employee and his/her supervisor should contact the library board who will investigate the complaint.

Supervisors who become aware of any potential violation of this Policy must report the potential violation to the Library Director. Failure to report potential violations will result in appropriate discipline, up to and including discharge.

Our Commitment When Reports Are Made

No action will be taken against any employee merely because he reports behavior believed to violate this Policy. JCPL will investigate and take appropriate action as to all complaints. JCPL is firm in its commitment to maintaining an environment free of discrimination and inappropriate conduct.

Violations of this Policy will not be tolerated and will result in appropriate disciplinary action, up to and including discharge.

Harassing patrons may be banned from the library and local law enforcement officials may be contacted.

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 8th DAY OF October, 2007.

NAY

AYE

Natalie Waling
Gene Marie Egan
Jody McArthur
Marlene Sayler
Susan D. Gaudin
Imothy Schultz

ATTEST:

Gene Marie Egan

ing Secretary of the Jasper County Public Library Board

Director's Report September 2007

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Policies for Review: Three policies are up for review this month: Public Forum Policy, Library Credit Card Policy, and Harassment/Discrimination Policy. No revisions are recommended to the Public Forum Policy. Revisions are recommended to the Library Credit Card Policy. See R 10-R 12. In the Library Credit Card Policy most edits were to improve the clarity or flow of the document. We changed 'will' to 'may' so that credit cards are obtained when deemed necessary by admin not just as a matter of course. We struck 'DeMotte Children's' as it too specifically defined which Specialist(s) could carry a card. We have Specialists across departments who need to purchase AV materials, program supplies, etc. We replaced 'paid bills' with 'invoices and/or sales' to more accurately reflect what actually occurs in the process. The last sentence was added to make it clear that major credit cards were being addressed with this policy. The Harassment Policy is a new document that replaces the old policy. It is based on a prototype policy recommended to us by an Employment Law attorney who often guides our efforts with personnel related policies. This policy is very similar but not identical to the old policy. It is what our attorney recommends we use at this time, reflecting current legal practice. **If you approve the consent agenda items, you will approve changing the Library Credit Card Policy and Harassment/Discrimination Policy as noted.**

General Business:

Rensselaer Library Pay Phone: The Rensselaer Library experiences a number of prank 911 calls each year which take up a lot of emergency responder and library staff time. A police officer is required to visit the library even when library staff indicate that a 911 call is a prank. We have learned from our phone carrier (Embarq) that we do have an option to retain the pay telephone but block 911 outward service. To do this a letter must be submitted to our phone company (Embarq) that is signed by authorized local law enforcement (our police chief) and, if Board authorized, the library director. Library staff wish to retain the phone but turn off the 911 functionality. I have been in touch with Rensselaer Police Chief, Jeffrey Phillips, who indicated that he will sign the letter. He does not know of any other entity in our community with a pay phone whose 911 functionality has been disabled. The Rensselaer Schools are the only other entity that fall victim to 911 prank calls, and they have erected security cameras to address the problem. Officer Phillips further remarked that most people carry cell phones. At my request, Rensselaer Librarian, Linda Poortenga, informally polled a group of senior library users, folks who come out for library euchre and evening pinochle programs, to determine if most of all of them carry cell phones. We learned that they do. 911 service would still be available via all other library

telephones. It is only after hours that the foyer payphone would be the only library phone available to library patrons. If you wish to block 911 outward service to the coin telephone, the Board will need to authorize the library director to write, sign, and submit such a request to Embarq. Library director will also obtain Police Chief Phillips signature. Another option would be to remove the payphone entirely, but we do observe many people using the phone, and our phone company confirmed a fair amount of users.

Advanced Tax Draw Resolution: Earlier in the year we discussed the need to submit monthly requests in 2007 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Library Revenue-Contingency Plan: We have been keeping a very keen eye on revenue and expenditures this year as we have only received 24% of the tax revenue due us. On September 24 I called a halt to library spending, except for essential items. Examples of essential items include: payroll, utility bills, taxes, lawn care/maintenance, trash pick-up, technology consulting, HVAC maintenance, building insurance, etc. Barring an unforeseen situation, we should be able, with cash on hand, to meet our obligations, including a January 15 bond payment, through February 2008. At that point cash on hand would be depleted and most funds would have a negative balance. The Jasper County auditor has indicated that a November tax bill is planned with a December collection. Revenue would reach us at the end of December or beginning of January. We have an option of borrowing from the Indiana Bond Bank through its Advance Funding Program. This program is designed to assist local government entities with cash flow needs. The program is for entities that have a cash flow shortfall. There is no fee to apply. A credit application must be submitted by October 9. If our application is accepted the Board would need to approve documents provided by the Bond Bank qualified entity counsel at the November or December board meeting. There is no cost for the legal documents which are provided by the law firm Bingham McHale. More information on the legal documents and board resolution will come once our application and supportive documentation have been approved. We could have legal counsel review these for us. We have until December 10 to commit to a loan. By that time we should have a better idea of when tax revenues might be received and if November CAGIT has been released. At this time all that is required of us is a credit application and a cash flow worksheet. We will discuss this at our October meeting in more detail to be certain that this is an avenue the Board wishes us to pursue.

2008 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2008. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Joan Floyd (chair), Mari Anne Sayler, and Tim Schultz. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

NILBA Dinner: On October 24, 2007 Northwest Indiana Library Boards Association will sponsor a dinner which is an outstanding continuing education opportunity for Board members. This event will be held at the Strongbow Inn in Valparaiso. Social hour begins at 6:30pm, with dinner following at 7pm. The program begins at 8pm and features two Indiana library directors who have been appointed to serve as resource persons on Governor Daniels' Blue Ribbon Commission on Local Government Reform. They will speak about Local Government Reform and How it Relates to Public Libraries. We must RSVP by October 18. I do plan to attend.

Director's Report

Recently Standard and Poor's reviewed our bond rating. As a part of this process they asked us specific questions about library finances and about economic development in our county. As a result of that review our bond rating went from an A- to and A. ☺

A representative from Hoosier Start visited our library to present information on a Deferred Comp program available to staff. Deferred Comp is a mechanism that staff may use to save for retirement. This is an optional program for staff. Several people attended this informational session and the business office gleaned new information to have on hand for interested staff.

Angela, Susan, Rachael, and Evie all attended the 2007 ILF Children and Young People's Division Conference. The conference was held on Sunday, September 23 and Monday, September 24, 2007 at the Bloomington Convention Center in Bloomington, Indiana. Important speakers/authors at this year's conference included: Mary Jo Huff, nationally recognized author, educator, puppeteer, recording artist, and storyteller; Audrey Penn, award-winning author of several books for children; Margaret Haddix, former newspaper copy editor, freelance writer, and author of several books; and Carolyn Marsden, author of children's books.

I made two community presentations this month, one for a local home-ec club on Libraries in the 21st Century, and one for Rotary on the Lifelong Learning Network.

Angela Barton submitted a MySpace Teen Blog Report to me this month. She reports that the blog was started in June as a way to reach out to teens and young adults in our community. The blog represents all of our libraries. Angela tries to write blogs that highlight library services that teens might not be aware of. At the writing of her report the blog had been viewed 450 times. It receives 20 'views' per week on average. The Teen Advisory Board members report that teens are 'checking it out.'

I recently attended the 2007 ILF Legislative Forum and an Indiana State Library Certification Task Force meeting. At the Legislative Forum I learned that as the next legislative session gets underway 'hot topics' affecting libraries will likely be property tax reform, potential for elected library boards, and the Commission on Government Reform recommendations. Un-served areas are a growing concern. It is good to

remember that libraries are a tiny sliver of the tax bill, less than a nickel per tax dollar (closer to 3 cents!). The work of the Certification Task Force is complete. Recommendations will be sent on to the Indiana Library and Historical Board for their review.

System Administrator News

In September we were frustrated by slow Internet speed. Sheila spent a lot of time troubleshooting this issue. At one point she determined that when her PC was outside of the firewall, the speed was quick. So she contacted Scott from Roeing to help her troubleshoot. He found that he had the DNS (DNS resolves website names to IP addresses) on our new servers pointing to our terminal server (it was our old DNS server). Because Sheila had turned off the terminal server after the TLC switchover, it was delaying the resolution of names to IP addresses. Scott wasn't quite sure why he had them pointing to our old server anyway, so he changed them to point to ENA's servers.

After the above issue was resolved, Sheila still noticed a very slow Internet connection between 8 and 9am. She ran a report of our bandwidth usage and noticed that we max out our bandwidth between 8 and 9 am, then again at noon, then again when the kids are out of school. After talking with Patty and Linda P., she determined that this is legitimate usage. The slowness isn't due to malware on any of our PCs or any other process that shouldn't be running. This was further confirmed by a bandwidth usage report of the day we held Staff Development Day. There was no usage until 12, when staff began turning on PCs to get ready for patrons. She also had an ENA engineer look at our lines to see if he noticed anything that might be suspicious. He, too, feels that all traffic is legitimate usage. The slowness will be alleviated when we get our 2nd T-1 line installed.

Sheila contacted Brian at ENA to see where we are with the 2nd T-1 line installation. He replied, "now that the local portion of the circuit has been installed, it will take a few more days for the local telco to connect the circuit to AT&T's loop. Then AT&T will deliver the circuit to our SuperPOP in Indianapolis. Once they deliver the circuit to us, our operations team will contact you to schedule a time for a field engineer to come on-site to connect the circuit to the router and modify the configuration to setup packet-level load balancing across the two circuits."

Sheila has been working diligently on setting up an intranet for staff use. This will allow us to collaborate on projects and access system information much more efficiently. You will be hearing more about this in upcoming reports.

Technical Services News

Peggy and Mary report that they added 752 new items, including 63 DVDs this month. They are processing and cataloging and hoping to make real progress on their backlog sense ordering has been halted for now.

Jen will return from her maternity leave on October 15.

DeMotte Library News

Brenda is very happy with Evie's progress in her new position. Evie has kept busy proctoring tests, coordinating a Teen Advisory Board Meeting, conducting an After School Craft program, attending CYPD, training a new page, reading journals, and scheduling the upcoming Ghost Stories Program at the Fairchild House.

Evie and Yvonne created a neat display for Library Card Sign-Up Month, receiving many compliments for their efforts. Marlene continues to add local history information to VINE. Kim continued to work with EVA, our magazine supplier, on missing issues and other vexing problems.

Brenda hosted a Branch Counterparts meeting and met with the Historical Society to discuss library services. She covered monthly book discussions as the staff person who normally handles this was on vacation, and hosted a library visit for 169 parents and preschoolers.

Brenda reports that Staff Development Day was a success. She has observed her staff using tips and tricks for effective interpersonal interaction as they work together. She was happy to see staff learning and enjoying the training.

Rensselaer Library News

The entire first grade of Monnett Elementary (120 students) visited the library for a story time and library tour in honor of National Library Card Sign Up Month. The teachers report that this is a big field trip that is eagerly anticipated by the students! One teacher complimented us on the fact that we make the field trip interactive, as students participate in the stories that are read to them.

The Friends of the Library sponsored a musical performance by Peter Fletcher, a classical guitarist. 52 people attended the event. Peter gave a wonderful performance. There were 4 children sitting in the front row; all listening attentively for the entire hour, which says a lot about the quality of the music. Everyone who attended thoroughly enjoyed the performance, the refreshments, and the conversation with the musician after the performance. Peter Fletcher generously donated an autographed copy of his latest CD to the Rensselaer Library.

The Friends of the Rensselaer Library purchased a lovely brown leather chair for the magazine reading area, with funds given in memory of Sharon Schulenburg. This reading area with its' Tiffany light, and comfortable chairs is becoming a cove for patrons reading newspapers and magazines!

Thirteen of the Rensselaer Public Service staff attended Staff Development Day, held at Rensselaer this year. It was another ½ day session. Staff really enjoyed Melissa Widner's overview of library databases, and Kathy Wittkamper's presentation on interpersonal interactions.

Wheatfield Library News

This month we had to contend with the construction of the sewer under the road adjacent to our front parking lot. Work was finally completed and we have a nice stretch of new, black pavement. All lawns along the way had some kind of digging done in them with this project. The property directly south of us is now being developed. Stone has been rolled down, and the property is being leveled, in preparation for building the bowling alley. Pipe continues to be put down in the subdivision areas.

Nanette recently surveyed patrons about our large print collection. She received good feedback and has done numerous things to market the large print area since she was put in charge of it this year. She has a poster that lists the new books attached to the side of the shelves and has already weeded that section in order to make it more attractive. She is doing a great job with this new responsibility.

Rachael and Diana both worked at the Sandhill Crane Festival on Sept 15. Rachael manned the library booth with help from a couple of her teen volunteers. Diana worked the Chamber booth, which kept running out of homemade chicken noodle soup. They barely had enough ham and beans. The pottery, particularly the crane items sold well.

Wheatfield had a wonderful author program featuring Libby Fischer Hellmann, Zoe Sharp, and Shane Gericke, crime fiction writers. Only 17 came out for the program, but they were very enthusiastic. One attendee was a retired professor, formerly of the University of Illinois. He lives in Hobart and saw the listing in the newspaper. He was most complimentary on their style of presentation.

Regarding plans for winterizing the irrigation system, Brian will flush out the lines and turn the system off for the season. This is the same process he followed last year.

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

F1

September 30, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$114,463.83	\$1,214,002.28	\$5,059.18	\$602,819.71	\$163,796.26
Includes Investments of	\$0.00					
Public Library Access Card Fund	\$31.00	\$0.00	\$121.00	\$0.00	\$90.00	\$0.00
Gift Fund	\$7,588.25	\$827.42	\$19,754.67	\$499.13	\$19,009.78	\$6,843.36
DeMotte	\$1,222.51	\$65.16	\$6,624.14	\$0.00	\$7,275.05	\$1,873.42
Rensselaer	\$5,656.46	\$608.98	\$12,427.65	\$599.13	\$9,547.70	\$2,776.51
Wheatfield	\$709.28	\$153.28	\$702.88	(\$100.00)	\$2,187.03	\$2,193.43
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$494.25	\$4,652.96	\$148,569.52
Includes Investments of:	\$0.00					
Bond & Interest Redemption Fund	\$58,574.44	\$0.00	\$216,260.00	\$0.00	\$125,365.17	(\$32,320.39)
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$760.00	\$3,684.00	\$0.00	\$0.00	(\$948.03)
Capital Projects Fund	\$156,035.66	\$2,500.00	\$17,731.90	\$703.52	\$51,005.46	\$189,309.22
Includes Investments of	\$0.00					
Host/Hospitality Fund	\$0.00	\$163.50	\$305.25	\$0.00	\$305.25	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$15,994.22	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$996.00	\$2,214.79	\$606.56	\$5,838.66	\$198,861.81
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,160.53	\$48,397.41	\$5,160.53	\$48,397.41	\$0.00
FICA Tax Collected	\$0.00	\$5,192.45	\$48,464.83	\$5,192.45	\$48,464.83	\$0.00
State Tax Collected	\$2,504.39	\$2,623.34	\$22,444.89	\$2,385.89	\$22,326.39	\$2,385.89
County Tax Collected	\$955.16	\$998.20	\$8,556.01	\$896.13	\$8,497.03	\$896.18
Deferred Comp.	\$0.00	\$2,420.00	\$21,332.64	\$2,420.00	\$21,332.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$2,987.06	\$27,557.43	\$2,987.15	\$27,545.98	\$0.04
Employee Life Insur.	\$0.00	\$135.80	\$1,114.20	\$135.80	\$1,114.20	\$0.00
Employee P.E.R.F.	\$5,967.65	\$0.00	\$17,505.15	\$1,913.93	\$17,485.11	\$5,947.61
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,353.08	\$37,201.50	\$3,353.08	\$37,201.50	\$0.00
EIC	\$0.00	\$0.00	(\$115.40)	\$0.00	(\$115.40)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$2,400.00	\$2,400.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$142,581.21	\$1,722,526.77	\$32,107.60	\$1,140,767.68	\$813,745.47

Bank Balances

Jasper County Public Library

Report as of: 9/30/2007

<i>Bank</i>		
1	Alliance Bank	\$457,294.31
2	Demotte State Bank	\$8,809.83
3	Alliance Bank-LIRF Acct	\$148,569.52
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$198,861.81
7	Kentland Banking Ctr- OPER CD#400039636	\$0.00
8	Kentland Banking Ctr-CPF CD#400039635	\$0.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$0.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$0.00
<i>Total all banks =</i>		<i>\$813,745.47</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 9/1/2007 To 9/30/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$37,021.46	\$12,898.54	74.2
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$63,247.86	\$587,479.19	\$246,615.81	70.4
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$3,494.17	\$36,573.49	\$15,465.51	70.3
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,192.45	\$48,464.83	\$14,051.17	77.5
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$0.00	\$3,436.53	\$1,671.47	67.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$0.00	\$60,294.99	\$3,595.01	94.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$4,863.02	\$50,500.56	\$35,981.44	58.4
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$80,917.64	\$823,771.05	\$330,378.95	71.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$147.00	\$974.94	(\$114.94)	113.4
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$0.00	\$254.00	\$421.00	37.6
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$5.49	\$10,005.49	\$317.71	\$6,436.98	\$3,568.51	64.3
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$610.71	\$3,505.82	\$744.18	82.5
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$239.88	\$3,367.27	\$1,132.73	74.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$108.45	\$473.40	\$776.60	37.9
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$100.16	(\$0.16)	100.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$49.55	\$252.10	\$47.90	84.0
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$688.04	\$8,390.74	\$2,603.96	76.3
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$34.75	\$65.25	34.8
Subtotal	\$32,385.00	\$650.19	\$33,035.19	\$2,161.34	\$23,790.16	\$9,245.03	72.0
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$0.00	\$1,778.50	(\$1,478.50)	592.8
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$375.44	\$3,518.44	\$9,281.56	27.5
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$10.90	\$1,976.92	\$4,023.08	32.9
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$0.00	\$4,065.04	\$1,734.96	70.1
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$1,447.17	\$10,810.77	\$4,189.23	72.1
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$70.00	\$8,970.00	\$320.03	\$4,081.68	\$4,888.32	45.5
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$157.07	\$1,230.28	\$369.72	76.9
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$0.00	\$96.00	\$12,584.00	0.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$684.02	\$1,059.29	\$740.71	58.8
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$0.00	\$1,006.91	\$114.79	89.8
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$205.00	(\$5.00)	102.5
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$13,627.50	\$18,572.50	42.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$372.11	\$18,011.75	\$31,988.25	36.0
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$6,162.98	\$45,920.95	\$14,079.05	76.5
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$97.85	\$750.15	\$399.85	65.2
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$317.06	\$2,941.50	\$658.50	81.7
3.61 BUILDING & STRUCTURES	\$65,137.00	\$904.80	\$66,041.80	\$3,163.51	\$34,035.47	\$32,006.33	51.5
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$444.00	\$754.90	(\$54.90)	107.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$209.55	\$40.45	83.8
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$0.00	\$1,922.95	\$339.05	85.0
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$304.44	(\$29.44)	110.7
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$56.90	\$156.90	\$0.00	\$56.90	\$100.00	36.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$474.84	\$50,517.41	\$14,914.59	77.2
Subtotal	\$377,207.00	\$1,378.40	\$378,585.40	\$14,036.93	\$198,882.30	\$179,703.10	52.5
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$0.00	\$1,645.61	\$9,618.93	14.6
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$10,652.59	\$95,266.95	\$48,733.05	66.2
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$640.50	\$17,124.12	\$4,575.88	78.9
4.53 NONPRINTED MATERIALS	\$70,000.00	\$359.84	\$70,359.84	\$6,054.83	\$53,522.09	\$16,837.75	76.1
Subtotal	\$246,190.00	\$1,134.38	\$247,324.38	\$17,347.92	\$167,558.77	\$79,765.61	67.7
Grand Total	\$1,809,932.00	\$3,162.97	\$1,813,094.97	\$114,463.83	\$1,214,002.28	\$599,092.69	67.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
7/30/2007	100 Operating Fund	2.13 OTHER OFFICE SUPPLIES	\$5.49	Refund/Reimbursement Quill A/P #388
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06- Demco PO #7274
3/23/2007	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$70.00	Refund/Reimbursement Kalamazoo PL A/P #151
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06- Janway PO#7278-Rev
6/29/2007	100 Operating Fund	3.61 BUILDING & STRUCTURES	\$904.80	FEMA Grant Reimbursed, Snow Storm - A/P #153 (Aaron's), A/P #194 (TLC Home Imp)
4/2/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$15.00	University of Minn. Reimbursement-A/P #247
8/13/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$19.95	Refund/Reimbursement Sandy Osbon - A/P #674
8/13/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$21.95	Refund/Reimbursement Susan Blubaugh- A/P #677
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06- Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06- Wal-Mart purchase#014133
9/12/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$0.60	Reimbursement sales tax A/P #602

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$3,162.97

Voucher List**Jasper County Public Library****Report Date: From 9/1/2007 To 9/30/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26493	717	AARON'S LAWN CARE	9/10/2007	Lawn Mowing, weeding-Rens. Lib, 8/1-8/29/07	\$365.00
26494	718	ACE HARDWARE	9/10/2007	Water Closet replacement parts; roof cement, joint knife - DeM. Lib.	\$57.93
26413	719	ALCO DISCOUNT STORE #290	9/10/2007	Correcting Appropriation See A/P #632	\$0.00
26496	720	ANGELA BARTON	9/10/2007	Fish Tank supplies @ Rens.	\$8.09
26497	721	BAKER & TAYLOR	9/10/2007	Books, Continuations,, AV	\$8,125.47
26498	722	BAKER & TAYLOR ENTERTAIN	9/10/2007	DVDs, Software	\$110.92
26499	723	BARNES & NOBLE	9/10/2007	Children Books	\$153.28
26500	724	BIERMA HARDWARE, INC.	9/10/2007	New mailbox, numbers, post & bracket; mirror hardware; nails, hardware, etc	\$102.14
26501	725	BOOKPAGE	9/10/2007	Subscription 10/1/07-9/30/08	\$360.00
26502	726	BORDERS	9/10/2007	Audiobooks, Music CDs	\$231.35
26503	727	BRENDA THOMPSON	9/10/2007	Mileage: Learning Network, Mgmt Mtg, Allen Co. P.L., etc.	\$277.83
26504	728	BUYBUTTONPARTS.COM	9/10/2007	Button Maker Machine & materials	\$221.33
26505	729	CAPITAL ONE, F.S.B.	9/10/2007	Books, DVDs, AV, Craft Supplies, Meeting Expenses	\$1,620.86
26506	730	CENTRAL STATES SALES CO	9/10/2007	Sm. Ceiling Spots, Track Lights	\$69.06
26507	731	CENTURION TECHNOLOGIES,	9/10/2007	Annual Mtnce Fee - CompuGuard Security, 5/10/07-5/10/08	\$116.60
26508	732	CULLIGAN	9/10/2007	Water Cooler Rental & Water-Sep	\$43.95
26509	733	DEMCO	9/10/2007	Classification labels, pc wipes, bookends	\$376.48
26510	734	DIANA KOOY	9/10/2007	Mileage: Bank Deposits, Rotary; Bd. Mtg., Mgmt Mtg, etc.	\$73.72
26511	735	DIANE OPOLSKI	9/10/2007	Mileage: Bank Deposits, AV trip	\$47.53
26512	736	EDUCATION NETWORKS OF A	9/10/2007	Internet Service-August 2007	\$760.00
26513	737	EVELYN BRISTOL	9/10/2007	Mileage, Crafts, Mtg. Expense	\$48.64
26514	738	FASE'S WATER TREATMENT	9/10/2007	15-Redout for Water Softner - DeM. Lib.	\$168.75
26515	739	FLEXPAC/SCHNIABLE, INC	9/10/2007	Jumbo TP, M-Folds, Kleenex, Roll Towels	\$493.96
26516	740	GA FOODS GROUP	9/10/2007	Film Group & Mgmt Mtg supplies	\$14.60
26517	741	HERITAGE OFFICE PRODUCT	9/10/2007	Patron Copier Drum-Rens, UPS, labels	\$175.90
26518	742	HP PRODUCTS CORP.	9/10/2007	Mophead, Stainless Steel Cleaner, Glass Cleaner	\$116.75
26519	743	INCOLSA	9/10/2007	Grove Art On-Line Subsc., 7/1/07-6/30/08	\$300.25
26520	744	INDIANA CHAMBER	9/10/2007	3-State & Fed Labor Posters	\$147.00
26521	745	INDIANA LIBRARY FEDERATIO	9/10/2007	Legislative Forum, 9/27/07-P. Stringfellow	\$35.00
26522	746	INGRAM	9/10/2007	Paperbacks	\$46.73
26523	747	INSPIRATIONAL DISTRIBUTOR	9/10/2007	Christian Paperbacks	\$66.88
26524	748	K.A. WITTKAMPER SERVICES	9/10/2007	Professional Speaker-SDD	\$375.44
26525	749	LINDA POORTENGA	9/10/2007	DVD, Mileage: Learning Network, Allen Co.P.L. Mtg, FOL Mtg	\$106.62
26526	750	LINDA THOMPSON	9/10/2007	Mileage: Ref Counterparts, Bank Deposits	\$19.40
26527	751	M. LEE SMITH PUBLISHERS LL	9/10/2007	IN Employment Law Subscription, 10/1/07-9/30/08	\$327.00
26528	752	MIDWEST TAPE	9/10/2007	DVDs	\$143.92
26529	753	OLLIS BOOK CORPORATION	9/10/2007	Books	\$1,180.70
26530	754	PATTY STRINGFELLOW	9/10/2007	Mileage: Branch Visits, ISL Certif. Mtg, Committee Mtg.	\$142.59
26531	755	PRECISION CONTROL SYSTE	9/10/2007	VAV repairs, replaced controller; boiler mtnce - diaphrams, gaskets, o-rings, spark plugs (readying for heating season) - DeM	\$2,759.51
26532	756	QUILL CORPORATION	9/10/2007	Typewriter Ribbons, Constr. Paper, diskettes, file folders, book tape, canned air	\$260.84
26533	757	RACHAEL CAVINDER	9/10/2007	Mileage: AV Trip	\$32.98
26534	758	RECORDED BOOKS, LLC	9/10/2007	Audiobooks, PlayAways, CD Cases	\$1,082.20
26535	759	RENEE CARR	9/10/2007	Library business -Telephone Calls, 3/08/07-8/05/07	\$10.90

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26536	760	RENSSELAER REPUBLICAN	9/10/2007	CPF & Budget Legal Ads, Page Ad-Rens.	\$684.02
26537	761	ROEING CORPORATION	9/10/2007	September Payment - MS Windows Conversion	\$2,500.00
26538	762	SCHOLASTIC INC.	9/10/2007	Books	\$206.01
26539	763	SUE TOBIAS	9/10/2007	Mileage & Indispensable Asst. Mtg Expenses	\$138.15
26540	764	SUSAN ENGELMANN	9/10/2007	CDs/DVDs	\$1,059.05
26541	765	TASTE OF HOME BOOKS	9/10/2007	2007 Taste of Home Annual-WH. Lib	\$4.99
26542	766	TEACHING COMPANY	9/10/2007	DVD Educational sets	\$269.85
26543	767	TECH LOGIC CORP	9/10/2007	Self-Checkout Station Software (Grant)	\$1,808.00
26544	768	THOMSON GALE	9/10/2007	Books	\$1,000.57
26545	769	TIM SCHULTZ	9/10/2007	Mileage-Bd Mtgs (8/13 & 8/27)	\$42.68
26546	770	TRU-GREEN CHEMLAWN	9/10/2007	Bagworm Application-DeM. Lib	\$39.00
26547	771	TYSEN'S COUNTRY GROCERY	9/10/2007	Counterparts Meeting supplies	\$53.20
26548	772	UNIQUE MANAGEMENT SERVI	9/10/2007	Initial & Secondary Placements-July	\$358.24
26549	773	VISION SERVICE PLAN- (IN)	9/10/2007	Vision Premium, Sep 2007 - 15 empl.	\$138.18
26550	774	WAL-MART COMMUNITY BRC	9/10/2007	Pocket folders, glue sticks, binders, books, cds	\$360.25
150153	775	PHILLIP KUHNS	9/10/2007	Wh. Constr. Outdoor Signage- Keep Out, Bicycles, Book Drop, Staff Parking, No Skateboarding, etc, Staff Entry - Deposit	\$996.00
26551	776	ALLSOURCE TELECOM, LLC	9/10/2007	Programmed phones to ring on night mode for staff call-ins.	\$330.00
26552	777	PURDUE UNIVERSITY	9/10/2007	2-Day Grant Writing Wkshp (10/10 & 11/14), Poortenga	\$150.00
26553	778	ALLIED WASTE SERVICES #71	9/10/2007	Trash Service for Wheatfield-September 2007	\$66.62
26554	779	ANTHEM BLUE CROSS BLUE S	9/10/2007	Health Insurance Premium -September '07	\$7,600.35
26555	780	ANTHEM LIFE	9/10/2007	Health Insurance Premium-23 employees, September 2007	\$79.35
26556	781	EDWARD YOUNG	9/10/2007	Courier Mileage, 8/16-8/31/07	\$349.20
26557	782	FIRST TRUST CREDIT UNION	9/10/2007	Direct Deposits w/held Sept 10, 2007 payroll	\$1,710.28
26558	783	GREAT-WEST RETIREMENT S	9/10/2007	Annuity w/held from September 10, 2007 Payroll - 8 Participants	\$1,210.00
0	784	INDIANA DEPARTMENT OF RE	9/20/2007	EFT-State and County Tax Withheld September '07 Ref#64360 Verf Code 27	\$3,621.54
0	785	IRS USA TAXPAYMENT	9/11/2007	EFT - FICA & FED Taxes w/held September 10, 2007 payroll, Ref #00359095	\$8,043.56
26559	786	TOWN OF DEMOTTE	9/10/2007	Sewer service, DeMotte Lib, July '07	\$68.42
0	787	PAYROLL	9/10/2007	PAYROLL	\$36,446.29
26560	788	NIPSCO	9/10/2007	Wheatfield Utilities-8/4/07-9/4/07	\$1,941.50
26561	789	TOWN OF WHEATFIELD SEW	9/10/2007	September Sewer Service @ Wh. Lib.	\$56.65
0	790	PAYROLL	9/25/2007	PAYROLL	\$34,415.88
26562	791	AFLAC	9/25/2007	Supplemental Ins. Premium-September 2007	\$168.00
26563	792	CHICAGO TRIBUNE	9/25/2007	Subscription Renewal Dm. 9/17/07-3/16/07	\$117.00
26564	793	CITY OF RENSSELAER	9/25/2007	Rensselaer Utilities-8/9/07-9/10/07	\$2,205.41
26565	794	EDWARD YOUNG	9/25/2007	Courier Mileage, 9/1-9/15/07	\$232.80
26566	795	FIRST TRUST CREDIT UNION	9/25/2007	Direct Deposits w/held Sept 25, 2007 payroll	\$1,642.80
26567	796	GREAT-WEST RETIREMENT S	9/25/2007	Annuity w/held from September 25, 2007 Payroll - 8 Participants	\$1,210.00
0	797	IRS USA TAXPAYMENT	9/25/2007	EFT - FICA & FED Taxes w/held September 25, 2007 payroll, Ref #00122004	\$7,501.87
26568	798	NIPSCO	9/25/2007	DeMotte Utilities, 8/09/07-9/7/07	\$2,577.40

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$142,581.21

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 01, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$142,581.21

Date this 8th day of October, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown
September 30, 2007

			TOTAL RECEIPTS	TOTAL RECEIPTS
	THIS MONTH	YEAR-TO-DATE	THIS MONTH	YEAR-TO-DATE
FINES & FEES:			\$2,643.69	\$26,235.48
DeMotte	\$825.37	\$8,679.61		
Rensselaer	\$1,118.94	\$11,221.73		
Wheatfield	\$699.38	\$6,334.14		
PHOTOCOPIES:			\$635.48	\$6,781.77
DeMotte	\$267.60	\$2,527.79		
Rensselaer	\$227.43	\$2,501.79		
Wheatfield	\$140.45	\$1,752.19		
INTEREST:			\$1,629.41	\$24,007.20
Checking/Repurchase/Savings/CD's	\$1,629.41	\$24,007.20		
TAXES:			\$0.00	\$527,678.64
Property Tax	\$0.00	\$192,195.89		
License Excise Tax	\$0.00	\$32,532.75		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$273,929.00		
Local Option/Property Tax Repl.	\$0.00	\$29,021.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$150.60	\$18,116.62
Rebates/Refund	\$0.00	\$600.00	\$0.00	
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$150.00	\$350.00		
Reimbursement	\$0.60	\$15.60		
Credit Card Rewards Redemption	\$0.00	\$250.00		
Grant Reimbursements	\$0.00	\$904.80		
Interfund Transfer	\$0.00	\$15,994.22		
Miscellaneous Receipts	\$0.00	\$2.00		
TOTAL OPERATING FUND RECEIPTS.....			\$5,059.18	\$602,819.71
PLAC FUND:-.....			\$0.00	\$90.00
GIFT FUNDS:			\$499.13	\$19,009.78
DeMotte	\$0.00	\$7,275.05		
Rensselaer	\$599.13	\$9,547.70		
Wheatfield	(\$100.00)	\$2,187.03		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$494.25	\$4,652.96
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$125,365.17
Property Tax	\$0.00	\$107,216.72		
License Excise Tax	\$0.00	\$18,148.45		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$703.52	\$51,005.46
Interest Earned	\$703.52	\$5,766.87		
Property Tax	\$0.00	\$38,518.59		
License Excise Tax	\$0.00	\$6,520.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Printer Return Rebate	\$0.00	\$200.00		
HOST/HOSPITALITY FUND:			\$0.00	\$305.25
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$606.56	\$5,838.66
Int. Earned(Chkg.,CD's,Escrow)	\$606.56	\$5,838.66		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$7,362.64	\$906,117.99

WITHHOLDING ACCOUNT FUNDS:

			\$24,744.96	\$234,649.69
FIT Tax Collected	\$5,160.53	\$48,397.41		
FICA Collected	\$5,192.45	\$48,464.83		
State Tax Collected	\$2,385.89	\$22,326.39		
County Tax Collected	\$896.13	\$8,497.03		
Deferred Comp Plan	\$2,420.00	\$21,332.64		
Pre-tax Insurance Plans	\$2,987.15	\$27,545.98		
Life Insurance	\$135.80	\$1,114.20		
PERF	\$1,913.93	\$17,485.11		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,353.08	\$37,201.50		
EIC	\$0.00	(\$115.40)		
Repayment	\$300.00	\$2,400.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$32,107.60	\$1,140,767.68

Voucher List**Jasper County Public Library****Report Date: From 10/1/2007 To 10/8/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26388	799	UNIQUE MANAGEMENT SERVI	10/1/2007	Issued Stop Payment on Lost Check, A/P #597	(\$300.88)
26569	800	AARON'S LAWN CARE	10/8/2007	Lawn Mowing, trimming, weeding, etc. -DeM (8/1-9/25) & Rens (9/5-9/27) Libraries	\$835.00
26570	801	ACE HARDWARE	10/8/2007	Wasp/Hornet Spray	\$6.98
26571	802	A.M. Best Company, Inc.	10/8/2007	Continuations	\$443.85
26572	803	ANGELA BARTON	10/8/2007	Mileage to Every Child Ready to Read Wksp	\$21.34
26573	804	BAKER & DANIELS	10/8/2007	Conferences regarding personnel matter, Revision of documents	\$1,048.77
26574	805	BAKER & TAYLOR	10/8/2007	Books, Continuations, AY	\$6,773.71
26575	806	BANK OF NEW YORK	10/8/2007	Annual Fee for Bond of 1991	\$166.81
26576	807	BARNES & NOBLE	10/8/2007	Children's Books	\$188.63
26577	808	BLUETARP FINANCIAL, INC	10/8/2007	Polyurethane, Lacquer Thinner, Paint Roller, Masking Tape, & Brushes	\$39.71
26578	809	ALA/BOOKLIST	10/8/2007	Booklist Subscription (2) 9/15/07-08	\$189.00
26579	810	CAROLYNN DeVRIES	10/8/2007	Boa for Children's Programming, Lunch for Every Child Ready to Read Wksp	\$24.02
26580	811	CENTRAL INDIANA HARDWAR	10/8/2007	Keys for DeMotte	\$15.00
26581	812	CENTRAL STATES SALES CO	10/8/2007	Outdoor Parking Lot Lights-11	\$279.45
26582	813	CYNTHIA L.HORGASH	10/8/2007	Presentation of Ghost Stories at the Fairchild House	\$40.00
26583	814	DEMCO	10/8/2007	'A' Frame Black Display Case w/12 shelves for Rens. YSDept.	\$274.05
26584	815	EBSCO SUBSCRIPTION SERVI	10/8/2007	1 Yr Novelist - Online	\$2,080.00
26585	816	EMILY DURAN	10/8/2007	Mileage to Genealogy Wksp	\$55.78
26586	817	EDUCATION NETWORKS OF A	10/8/2007	Internet Service-September 2007	\$760.00
26587	818	EVA SUBSCRIPTION SERVICE	10/8/2007	Magazine Subscriptions	\$164.80
26588	819	FASE'S WATER TREATMENT	10/8/2007	8-Redout for Water Softner - DeM. Lib.	\$90.00
26589	820	FLEXPAC/SCHNIABLE, INC	10/8/2007	Hand soap & Gloves	\$99.33
26590	821	GA FOODS GROUP	10/8/2007	Film Group Supplies	\$10.39
26591	822	GAIL JUNG	10/8/2007	Counterparts & Management Syplies, Mileage Bd Mtg & Counterparts	\$57.54
26592	823	GAIL JUNG	10/8/2007	Rens Petty Cash Reimbursement - Bus. Cards, Batteries, Frame & Gen. Brush, Postage	\$52.89
26593	824	HOOVER HOUSE	10/8/2007	Leather Chair - Schulenburg	\$881.95
26594	825	INGRAM	10/8/2007	Paperbacks	\$26.63
26595	826	INSPIRATIONAL DISTRIBUTOR	10/8/2007	Christian Paperbacks	\$99.26
26596	827	INDIANA DEPT. OF WORKFOR	10/8/2007	3rd Qtr 2007 Unemployment Compensation Pymt	\$413.14
26636	828	KOLORTECH, INC.	10/8/2007	4' Fluorescent Tubes Ren/DeMotte	\$891.33
26598	829	LINDA POORTENGA	10/8/2007	2007 RCHS yearbook, Mileage Counterparts, LLN Class	\$102.32
26599	830	MIDWEST TAPE	10/8/2007	DVDs	\$74.95
26600	831	NANETTE SPEACHT	10/8/2007	DVD's	\$34.99
26601	832	OED OFFICE OF ENERGY & D	10/8/2007	3rd Qtr Pymt PFEPP Loan of 2002	\$2,402.97
26602	833	OFFICE DEPOT	10/8/2007	Envelopes	\$239.90
26603	834	ORIENTAL TRADING CO., INC	10/8/2007	Recipe Holder Craft Kits, Penquin Igloo Game Craft Kit	\$73.25
26604	835	PATRICK SHERWOOD	10/8/2007	Presentation of Ghost Stories at the Fairchild House	\$40.00
26605	836	PUBLIC EMPLOYEES' RETIRE	10/8/2007	PERF 3rd Qtr Payment 2007	\$2,441.52
26606	837	PHIL & SON, INC.	10/8/2007	Remove, repair, replace lever lock cylinder	\$169.00
26607	838	PREMIER WASTE & RECYCLIN	10/8/2007	DeMotte Trash Pick up (Quarterly)	\$150.00
26608	839	QUILL CORPORATION	10/8/2007	Pens, Cartridge, Labels, Adding Machine Tape, Correction Tape	\$812.66
26609	840	RACHAEL CAVINDER	10/8/2007	Lunch for Every Child Ready to Read Wksp	\$7.99
26610	841	RACO INDUSTRIES	10/8/2007	6 Bar Code Scanner Holders	\$47.20

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26611	842	RECORDED BOOKS, LLC	10/8/2007	Audiobook, Replacement tape	\$104.95
26612	843	ROEING CORPORATION	10/8/2007	October Payment - MS Windows Conversion, Installment Paymt for Contract	\$3,750.00
26613	844	ROTARY CLUB of RENSSELAIE	10/8/2007	July/August Membership Dues	\$27.00
26614	845	SCHOLASTIC INC.	10/8/2007	Books	\$76.30
26615	846	PATTY STRINGFELLOW	10/8/2007	Mileage: Board Mtg, Mgmt Mtg, Branch Visit, ILF Forum	\$245.41
26616	847	STANDARD & POOR'S CORP.	10/8/2007	Books-S&P Outlook	\$447.00
26617	848	SUSAN ENGELMANN	10/8/2007	Supplies for SDD, Teen Program Supplies, SRP Supplies, Books, DVDs	\$554.41
26618	849	THE LIBRARY CORPORATION	10/8/2007	Percon Scanner Spt 11/07-10/08, Serial Support 11/07-10/08, Hosting System & Data Conversion	\$6,958.00
26619	850	THOMSON GALE	10/8/2007	Continuations	\$964.55
26620	851	TYSEN'S FAMILY FOOD CENT	10/8/2007	Supplies for After School Program	\$6.03
26621	852	ULINE	10/8/2007	DVD Cases	\$38.57
26622	853	UNIQUE MANAGEMENT SERVI	10/8/2007	Initial & Secondary Placements-August & May (last check)	\$693.73
26623	854	VISION SERVICE PLAN- (IN)	10/8/2007	Vision Premium, Oct 2007 - 15 empl.	\$146.94
26624	855	WAL-MART COMMUNITY BRC	10/8/2007	CDs, DVDs, Janitorial Supplies, Labeler, Archival Supplies, Batteries	\$2,362.07
26625	856	YVONNE DEL VECCHIO	10/8/2007	Mileage: Walking Books	\$21.39
26626	857	ZIESE PLUMBING, HEATING, &	10/8/2007	Repair Leaks in Boiler Room	\$1,502.00
150154	858	DEMCO	10/8/2007	Library Logo Sign	\$77.39
150155	859	SIGNS BY PHILL	10/8/2007	Steel U-Frame w/ No Skateboarding, Rollerblading, or Bicycling on Library Property	\$996.00
26637	870	CULLIGAN	10/8/2007	September Water Cooler Rental - Wh. Lib.	\$9.95

Total Amount of Claims \$41,306.92

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 08, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$41,306.92

Date this 8th day of October, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

NOV.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 12, 2007, 7pm
DeMotte Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of October Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10-R 18, R 25)

General Business

DeMotte Annual Report (R 25)
Reorientation of DeMotte Library Entrance (R 26)
2008 Slate of Officers (R 26)
Advance Tax Draw (R 26)
Patron Purchase Service (R 26)
Health Insurance (R 20 & R 27)

Information
Discussion
Information
Action
Action
Action

Director's Report (R 25-R 31)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

October 8, 2007
Rensselaer Library

Present: Mari Anne Sayler, Jody Melton, Timothy Schultz Jr., Anne-Marie Egan, Natalie Waling, Susan Deardorff, Patricia Stringfellow, & Gail Jung

Absent: Joan Floyd

Agenda & Consent Agenda Approval: The Salary Ordinance Update was added to the Consent Agenda on a motion by A-M Egan, seconded by J. Melton. Motion passed. Sue Deardorff moved, seconded by A-M, to approve the Agenda and Consent Agenda items, minutes of the September 10th Board Meeting, monthly bills and financial reports, Salary Ordinance Update, revisions to both of the Library Credit Card Policy and Equal Employment Opportunity/Anti-Harassment Policy. Motion passed.

Visitors: President Sayler explained that as an assignment for an Intro to Public Policy class at IU Northwest, Ted Regnerus would be observing the library board meeting this evening.

Pay Phone: P. Stringfellow explained that the Rensselaer Library experiences a number of prank phone calls each year via the foyer pay phone. These prank calls take up a lot of police officer and staff time. A police officer is required to respond to all 911 calls, even those that appear to be a prank. Our telephone provider has indicated that we can request 911 functionality be removed from the pay telephone. All other library phones would maintain 911 capabilities. On a motion by A-M Egan, seconded by T. Schultz, the library director is authorized to write, sign and submit a request to Embarq to block 911 outward service to the coin telephone. Motion passed. Board requested that a sign be placed above the pay phone, informing patrons that the 911 feature has been disabled.

Advance Tax Draw: The board approved another advanced tax draw resolution in order to receive any property taxes paid since our last resolution that was submitted to the county auditor on a motion by S. Deardorff, seconded by J. Melton. Motion was unanimous

Library Revenue Contingency Plan: To meet our financial obligations until property tax or CAGIT money is received, P. Stringfellow imposed a spending freeze effective Sep 24th except for essential and emergency needs. If tax monies are not forthcoming before the end of the year, a loan may be obtained through a bank line of credit or through the Indiana Bond Bank Advanced Funding Program to meet our obligations. The latter option allows government entities to borrow money at a low interest rate. There is no fee to apply and no firm commitment is needed until December 10. On a motion by A-M Egan, seconded by S. Deardorff, the library director will submit an Advanced Funding Program application and cash flow worksheets to the Indiana Bond Bank. Motion was unanimous.

2008 Slate of Officers: The Nominating Committee (J. Floyd, chairperson, M. Sayler, T. Schultz) will present a slate of officers for 2008 at the November Board Meeting. Officers can only serve in the same capacity for 2 consecutive years.

NILBA Dinner: Reservations and dinner selection must be turned into the Director no later than Oct. 15th to attend the Oct 24th NILBA Meeting at the Strongbow Inn. Program will be two Indiana library directors speaking about Local Government Reform and How it Relates to Public Libraries.

ILF Conference: Dates for the entire conference are Nov 13-15th. Please let P. Stringfellow know if you are interested in attending any of the sessions. Registrations are due no later than Oct. 15th.

Wheatfield Library Landscaping: Bruce Shepherd from JCSWD met with D. Kooy, Branch Manager, to discuss the planning for flowering plants for the retention ponds and south parking lot barrier. Cattails are eradicated. B. Shepherd will contact the K.V. Garden Club for volunteers to assist with the plantings. Irrigation lines will be flushed out and readied for winter.

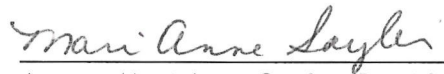
Director's Report: S&P reviewed and updated our bond rating recently resulting in an improvement from A- to A.

The library's MySpace blog is a popular site for teens. It has generated on the average of 20 hits per week since its inception in June 2007 according to A. Barton, Rensselaer Youth Services Assistant.

Our system administrator has set up an Intranet website for library staff use. All of the library policies, plans, procedures, guidelines, and schedules will be on it. Staff will be able collaborate on projects and access library information with ease. The intranet will be unveiled to the management team at their October meeting.

Adjournment: With no further matters for discussion, J. Melton moved to adjourn at 7:37 PM.


Susan Deardorff, Secretary


Attest: Mari Anne Sayler, President

CIRCULATION BY HOLDINGS CODE
October 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1	0	0	1
Award Winner JE (DAJE)	11	0	0	11
Award Winner JFIC (DAJFIC)	18	1	0	19
Award Winner JNF (DAJNF)	2	0	0	2
Award Winner JPFIC (DAJBPF)	1	0	0	1
Award Winner YAFIC (DAYAF)	6	0	0	6
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	42	6	0	48
Books on CD (DBKCD)	127	5	4	136
Books on Tape (DBKT)	26	0	1	27
Compact Disc (DCD)	312	14	13	339
Digital Audiobooks (DDA)	4	1	0	5
DVD (DDVD)	1071	11	5	1087
Equipment (DEQP)	89	0	0	89
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	44	0	0	44
Fiction (DFIC)	1236	64	24	1324
Fiction Fantasy (DFICF)	29	2	2	33
Fiction Mystery (DFICM)	260	6	9	275
Fiction Science Fiction (DFICSF)	8	1	0	9
Fiction Western (DFICW)	38	1	0	39
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	0	0	0	0
Hanging Bags (DHANG)	13	1	0	14
ILL (DILL)	63	0	0	63
Internet (DINTER)	1212	0	0	1212
Juv. Biography (DJBIO)	21	1	0	22
Juv. Book on CD (DJBKCD)	4	1	0	5
Juv. Book on Tape (DJBKT)	11	0	0	11
Juv. Compact Disc (DJCD)	38	2	2	42
Juvenile Easy (DJE)	718	17	12	747
Juv. Easy Reader (DJER)	343	0	2	345
Juv. Fiction (DJFIC)	455	13	4	472
Juv. Holiday books (DJHOL)	33	0	2	35
Juv. Magazine (DJMAG)	59	0	2	61
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	577	12	14	603
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	157	2	0	159
Large Print Fiction (DLPF)	115	2	1	118
Large Print Nonfic (DLPNF)	4	0	0	4
Magazine (DMAG)	875	0	9	884
Music Cassette (DMCAS)	0	0	0	0

Nonfiction DVD (DNFDVD)	13	0	0	13
Nonfiction (DNFIC)	860	58	50	968
Nonfiction VHS (DNFVHS)	21	0	1	22
Professional Coll. (DPROF)	0	1	0	1
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	10	0	0	10
Reference (DREF)				0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	0	0	9
Software (DSWAR)	62	0	1	63
Vertical File (DVF)	5			5
VHS (DVHS)	324	6	1	331
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	4	1	0	5
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	85	2	8	95
YA Nonfiction (DYANF)	19	1	3	23
YA Paperback Fic (DYAPBF)	55	2	2	59
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	1	0	1
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	82	0	87
Books on CD (RBKCD)	0	168	1	169
Books on Tape (RBKT)	1	113	0	114
Compact Disc (RCD)	5	440	6	451
Digital Audiobooks (RDA)	0	2	0	2
DVD (RDVD)	6	2128	1	2135
Equipment (REQP)	0	102	0	102
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	73	0	73
Fiction (RFIC)	34	1262	15	1311
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	59	0	61
Hanging Bag (RHANG)	1	30	0	31
ILL (RILL)	0	61	0	61
Internet (RINTER)	0	2121	0	2121
Juv. Biography (RJBIO)	2	50	0	52
Juv. Book on CD (RJBKCD)	1	9	2	12
Juv. Book on Tape (RJBKT)	0	28	0	28
Juv. Compact Disc (RJCD)	1	19	1	21
Juvenile Easy (RJE)	2	1191	16	1209
Juv. Easy Reader (RJER)	0	237	0	237
Juv. Fiction (RJFIC)	17	467	6	490
Juv. Magazine (RJMAG)	0	21	0	21
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	694	8	712
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0

Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJ TOD)	4	171	1	176
Large Print Fiction (RLPF)	5	96	3	104
Large Print Nonfic (RLPNF)	0	8	0	8
Magazine (RMAG)	2	248	4	254
Music Cassette (RMCAS)	0	5	0	5
Non-Fiction 000 (RNF000)	0	17	0	17
Non-Fiction 100 (RNF100)	0	43	1	44
Non-Fiction 200 (RNF200)	6	41	0	47
Non-Fiction 300 (RNF300)	3	82	1	86
Nonfiction DVD (RNFDVD)	2	35	1	38
Nonfiction (RNFIC)	31	619	31	681
Nonfiction VHS (RNFVHS)	2	59	1	62
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)				0
Ref. Magazine (RRMAG)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	28	0	28
Software (RSWAR)	1	134	4	139
Vertical File (RVF)		3		3
VHS (RVHS)	4	509	1	514
YA Biography (RYAB)	1	1	0	2
YA Books on CD (RYABKCD)	0	4	0	4
YA Books on Tape (RYABKT)	0	1	0	1
YA Fiction (RYAF)	2	253	4	259
YA Nonfiction (RYANF)	1	28	0	29
YA Paperback Fic (RYAPBF)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	4	42	51
Books on CD (WBKCD)	3	2	172	177
Books on Tape (WBKT)	0	1	19	20
Compact Disc (WCD)	17	19	290	326
Digital Audiobooks (WDA)	0	0	4	4
DVD (WDVD)	4	5	1404	1413
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	32	32
Fiction (WFIC)	57	49	652	758
Fiction Fantasy (WFICF)	0	0	8	8
Fiction Mystery (WFICM)	12	7	211	230
Fiction Science Fiction (WFICSF)	0	0	5	5
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	1	1
Hanging Bags (WHANG)	0	0	15	15
ILL (WILL)	0	0	40	40
Internet (WINTER)	0	0	1016	1016
Juv. Biography (WJBIO)	1	0	13	14
Juv. Book on CD (WJBKCD)	0	3	9	12
Juv. Book on Tape (WJBKT)	1	4	9	14

Juv. Compact Disc (WJCD)	0	0	41	41
Juvenile Easy (WJE)	7	13	856	876
Juv. Easy Reader (WJER)	4	3	342	349
Juv. Fiction (WJFIC)	6	18	306	330
Juv. Magazine (WJMAG)	0	0	40	40
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	14	597	618
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	3	3
Juv. Toddler (WJTOD)	0	6	207	213
Large Print Fiction (WLPF)	2	2	42	46
Large Print Nonfic (WLPNF)	3	0	4	7
Magazine (WMAG)	12	0	554	566
Nonfiction DVD (WNFDVD)	1	0	67	68
Nonfiction (WNFIC)	28	34	486	548
Nonfiction VHS (WNFVHS)	1	0	17	18
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)				0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	1	0	72	73
Vertical File (WVF)				0
VHS (WVHS)	1	5	354	360
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	2	2
YA Fiction (WYAF)	8	13	172	193
YA Nonfiction (WYANF)	2	2	35	39
YA Paperback Fic (WYAPBF)	0	0	0	0
TOTAL	9826	12182	8427	30435

CIRCULATION BY HOLDINGS CODE
October 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	0	0	1
Award Winner JE (AJE)	11	1	0	12
Award Winner JFIC (AJFIC)	18	1	0	19
Award Winner JNF (AJNF)	2	0	0	2
Award Winner JPFIC (AJPF)	1	0	0	1
Award Winner YAFIC (AYAF)	6	0	0	6
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	52	92	42	186
Books on CD (BKCD)	130	175	177	482
Books on Tape (BKT)	27	114	20	161
Compact Disc (CD)	334	473	309	1116
Digital Audiobooks (DA)	4	3	4	11

DVD (DVD)	1081	2144	1410	4635
Equipment (EQP)	89	102	0	191
See librarian (ERR)	0	0	0	0
Express Book (EXP)	44	73	32	149
Fiction (FIC)	1327	1375	691	3393
Fiction Fantasy (FICF)	29	2	10	41
Fiction Mystery (FICM)	272	13	220	505
Fiction Science Fiction (FICSF)	8	1	5	14
Fiction Western (FICW)	38	1	3	42
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	2	59	1	62
Hanging Bags (HANG)	14	31	15	60
ILL (ILL)	63	61	40	164
Internet (INTR)	1212	2121	1016	4349
Juv. Biography (JBIO)	24	51	13	88
Juv. Book on CD (JBCD)	5	13	11	29
Juv. Book on Tape (JBKT)	12	32	9	53
Juv. Compact Disc (JCD)	39	21	44	104
Juvenile Easy (JE)	727	1221	884	2832
Juv. Easy Reader (JER)	347	240	344	931
Juv. Fiction (JFIC)	478	498	316	1292
Juv. Holiday (JHOL)	33	0	2	35
Juv. Magazine (JMAG)	59	21	42	122
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	594	720	619	1933
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	1	3	5
Juv. Toddler (JTOD)	161	179	208	548
Large Print Fiction (LPF)	122	100	46	268
Large Print Nonfic (LPNF)	7	8	4	19
Magazine (MAG)	889	248	567	1704
Music Cassette (MCAS)	0	5	0	5
Non-Fiction 000 (NF000)	0	17	0	17
Non-Fiction 100 (NF100)	0	43	1	44
Non-Fiction 200 (NF200)	6	41	0	47
Non-Fiction 300 (NF300)	3	82	1	86
Non-Fiction DVD (NFDVD)	16	35	68	119
Nonfiction (NFIC)	919	711	567	2197
Nonfiction VHS (NFVH)	24	59	19	102
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	10	0	0	10
Reference (REF)	76	65	52	193
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	9	28	1	38
Software (SWAR)	64	134	77	275
Vertical File (VF)	0	3	0	3

VHS	329	520	356	1205
YA Biography (YAB)	2	1	0	3
YA Books on CD (YABKCD)	4	5	4	13
YA Books on Tape (YABKT)	0	1	2	3
YA Fiction (YAF)	95	268	184	547
YA Nonfiction (YANF)	22	31	38	91
YA Paperback Fic (YAPBF)	55	2	2	59
				0
Free reads	299	303	186	788
Games/Puzzles	0	10	0	10
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10196	12560	8665	31421

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2139	1868	1193	5200
Nonfiction	1135	1149	708	2992
CHILDREN'S BOOKS				
Fiction	1743	2140	1752	5635
Nonfiction	665	772	637	2074
YA BOOKS				
Fiction	158	329	187	674
Nonfiction	24	32	38	94
Magazines, Adult	889	248	567	1704
Magazines, Children	59	21	42	122
Sound Recordings, adult	499	776	516	1791
Sound Recordings, ch	70	97	79	246
Online databases	0	0	0	0
Software	64	134	77	275
Vertical file	0	3	0	3
VHS/DVD	1450	2758	1853	6061
Equipment	89	102	0	191
Total	8984	10429	7649	27062
A-V Circulation	2083	3765	2525	8373
A-V Circulation as % of total	23.2%	36.1%	33.0%	30.9%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
16,373	16,446	11,694	11,760	10,755	10,818
16,446	16,447	19,238	19,233	8,969	9,006
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
12,055	12,097	10,597	10,675	8,040	8,129
9,231	9,183	5,804	5,810	4,447	4,469
					Fiction
					Nonfiction
					YA BOOKS
2,116	2,143	1,913	1,966	1,607	1,613
404	407	612	622	140	140
					Fiction
					Nonfiction
				0	0
					Magazines, Adult
				0	0
					Magazines, Child
0	0	20	20	0	0
					Games, Toys
2,178	2,205	2,738	2,749	2,342	2,402
418	418	436	438	448	452
					Sound Rec/Adult
25	25	16	16	1	1
					Sound Rec/Child
318	318	382	381	128	127
					Online Databases
3	3	0	0	0	0
					Software
2,501	2,512	3,794	3,670	1,745	1,767
					Vertical Files
119	119	142	142	57	57
					VHS/DVD
62,187	62,323	57,386	57,482	38,679	38,981
					Equipment
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
October 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	260	56	204	44	267	58	731	158
LOCAL HISTORY								
In person	2	1	36	10	0	0	38	11
Letters written	6	6	8	8	0	0	14	14
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1212	51	2121	88	1016	42	4349	181
Computer software used	201	17	179	15	158	13	538	45
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	10	1	0	0	14	2
CD ROM/Online databases	77	6	355	30	72	6	504	42
Typewriter use	0	0	0	0	1	0	1	0
Other equipment used	4	1	4	1		0	8	3
OTHER LIBRARY SERVICES USED								
Outreach activities	56	56	2	1		0	58	39
Notarized documents	9	2	2	1	0	0	11	3
Meeting Room Use (no. of group	62	21	55	18	49	16	166	55
Study room use	15	1	23	2	14	1	52	4
Proctoring	4	2		0		0	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	50		338		157		545	
WIRELESS USE via patron owned pcs	56		20		8		84	
INTERLIBRARY LOANS								
Requests made for:	41	10	70	18	70	18	181	45
Items rec'd for:	76	38	65	33	52	26	193	97
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7867	8036	4020	
Non-resident, paying	1	2	0	
PLAC card users	20	2	0	
Reciprocal borrowers	426	332	75	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	3	18	0	0	4	24
Children's Programs (0-13)	3	18	10	60	12	72	25	150
Number attending	166		330		355		851	
YA Programs (14-17)	4	24	2	12	2	12	8	48
Number attending	200		54		113		367	
Adult Programs	0	0	4	24	0	0	4	24
Number attending	42		247		48		337	
Senior Citizen Programs	11	66	8	48	2	12	21	126
Number attending	115		128		25		268	
Total Number of Programs	19	114	27	162	16	96	62	372
Total Persons Attending	523		759		541		1823	
Total Attending Same Month Last	792		809		477		2078	
Total Staff Hours Spent		383		432		276	1091	1073
Total Number of In-House Program	9		21		15		45	
Total Attendance	250		639		439		1328	
Total Number of Outreach Program	10		6		1		17	
Total Attendance	273		120		102		495	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6516	73.1%	7149	69.0%	5424	71.4%	19089	71.0%
Corporate	48	0.5%	47	0.5%	0	0.0%	95	0.4%
Juvenile 0-11	659	7.4%	729	7.0%	373	4.9%	1761	6.6%
Juvenile-AV	386	4.3%	709	6.8%	764	10.1%	1859	6.9%
Nonresident No Fee	30	0.3%	171	1.6%	69	0.9%	270	1.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Adult	352	3.9%	193	1.9%	127	1.7%	672	2.5%
Reciprocal Juvenile	14	0.2%	23	0.2%	0	0.0%	37	0.1%
Reciprocal Juvenile AV	5	0.1%	13	0.1%	5	0.1%	23	0.1%
Reciprocal YA	29	0.3%	0	0.0%	7	0.1%	36	0.1%
Reciprocal YA AV	9	0.1%	35	0.3%	6	0.1%	50	0.2%
School	2	0.0%	16	0.2%	0	0.0%	18	0.1%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	194	1.9%	3	0.0%	197	0.7%
Staff	394	4.4%	566	5.5%	487	6.4%	1447	5.4%
Walking books	131	1.5%	46	0.4%	0	0.0%	177	0.7%
YA 12-17	70	0.8%	117	1.1%	105	1.4%	292	3.2%
YA-AV	268	3.0%	356	3.4%	227	3.0%	851	3.2%
Total	8913		10365		7597		26875	

All items borrowed by nonresidents

441 4.9%

646 6.2%

217 2.9%

1304 4.9%

**Salary Ordinance 2007
Updated 11/12/07**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Kathleen Kristoff	Lib Asst II	\$9.26	10/19/07	35	D
Rebecca Eenigenburg	Page	\$5.85	10/17/2007	10	D
Angelica Potts	Page	\$5.85	10/18/2007	10	R

Kathleen Kristoff has been hired as Youth Services Assistant for the DeMotte Library, replacing Evie Bristol who was promoted to Youth Specialist.

Rebecca Eeninenburg was hired as a page for DeMotte, replacing Julian Zavala.

Angelica Potts was hired as a page for the Rensselaer Library, replacing Lawanna Walker who resigned her position.

We have examined and approved the changes to the 2007 Jasper County Public Library Salary Ordinance. Dated 11/12/07

Mari Anne Sayler

Gene-Maine Egan

Natalie Helling

Susan Deardorff

Jody Melton

PEOPLE COUNT WEEK: WEEK OF OCTOBER 15-20, 2007

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2007	1589	2054	1360	269	354	335	17	109	33	325	681	227	156	162	65	164	216	235	37	145	32	119	408	106
2006	1477	2156	1145	594	301	183	69	2	11	982	611	239	196	81	50	259	99	192	100	30	20	228	67	106
2005	1339	1953	1147	495	400	116	46	32	10	777	368	262	126	193	62	179	283	179	81	123	37	194	204	89
2004	1335	1863	564	152	337	188	5	3	44	572	264	157	126	135	45	106	292	175	72	56	16	152	128	78
2003	1251	1811	686	149	305	348	6	39	72	220	283	185	54	60	76	89	111	196	19	29	35	72	70	66
2002	1405	2147	502	215	197	206	13	2	64	569	319	91	121	156	66	95	171	186	30	61	40	127	122	37
2001	1293	2844	557	127	234	185	37	23	56	394	133	87	106	106	73	88	144	152	49	43	27	98	84	54

D R W

Total number:

2007	2676	4129	2393
2006	3905	3347	1740
2005	3237	3556	1902
2004	2520	3078	1267
2003	1860	2708	1664
2002	2575	3175	1192
2001	2192	3611	1191

Monthly Equivalents

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	675	701	281
Telephone: Reference	160	628	139
In-person: Directional	710	935	1018
In-person: Reference	515	1767	459

Total 2060 4031 1897

COPIES MADE FOR PATRONS 74 472 143

R9

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public school in the library district are eligible for free JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges. Persons living outside the library district who regularly volunteer at a JCPL library may be given full borrowing privileges at the discretion of the agency librarian.

Temporary residents displaced from their permanent homes due to natural disasters are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if available. A family may have only one card and may have only five items checked out at any one time.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee of \$64 ~~62~~ is assessed for other out-of-county residents who do not own property, attend school or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to ~~any child~~ an applicant under the age of 18 ~~14~~. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been revoked.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library cards do have expiration dates. Patrons will be required to pay card balance in full when card is renewed. Balance must return to zero at this time.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM

Wed: 9 AM - 6 PM

Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM

Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM

Tues: 9:30 AM - 8 PM

Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software ~~CD-ROMs~~: 3 weeks, with no renewal

DVD's and VHS, nonfiction 3 weeks

DVD's and VHS, entertainment: 2 days

Express Books: 1 week

Newspapers 2 days

All other materials: 3 weeks

Equipment for loan: 1 day (longer by special arrangement)

Computer software: in house use only

VCR: in house use only

All materials except DVDs, VHS, Express Books and circulating computer software ~~CD-ROMs~~ may be renewed for one additional loan period. If an item is on hold for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment DVD's and/or VHS for classroom use may be checked out for a one week loan period.

Loan Limits

VHS/DVDS:

2 entertainment DVDs, 2 entertainment VHS, 2 nonfiction VHS, and 2 nonfiction DVD's per adult card. ~~No holds~~. Only persons 18 years of age and older may borrow videos, with one exception. Persons 17 and under may borrow VHS/DVD's with parental permission.

Loan limits, continued

Circulating computer software ~~CD-ROMs~~: 2 4 items per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: 5 adult cds and 5 jcds per borrower's card.

All other materials: Unlimited loan

Fines and Fees

May only be paid in US currency. Fines will never exceed the original cost of the overdue item, up to a maximum of \$100 per item.

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Express Books & VHS and DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
<u>Circulating CD-ROMs:</u>		\$1.00 per day per item
	Overdue materials referred to collection agency:	\$10.00 per borrower plus overdue fines
	Equipment Loans:	\$2.00 per day; \$10.00 deposit refunded when material is returned undamaged

Lost VHS, DVD, CD or

computer software ~~CD-ROM~~ jewel case: \$2.50 per case

Lost audiobook Original retail cost of item plus \$10 processing fee

Lost or damaged pamphlets: \$1.00 per item plus \$1.00 processing fee

Lost or damaged computer software ~~CD-ROMs~~: Original retail cost of item plus \$10.00 processing fee

Lost or damaged computer software ~~CD-ROM~~

user's guide, notebook: \$5.00 for first item, \$10 for more than 1 item

Lost or damaged magazine: Original retail cost of item plus \$3.00 processing fee

Other lost or damaged materials: Original retail cost of item plus \$5.00 processing fee.

Lost or damaged hanging bag: \$3.00 per item

Lost or damaged bar code \$.10

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15.00 all hardback books, VHS, DVDs, CDs, lease books

\$5.00 all paperbacks

\$3.00 all magazines

\$1.00 all vertical file items, newspapers, college catalogs

\$25.00 computer software ~~CD-ROMs~~ and audiobookscassettes

\$ 5.00 all Landmark (leased) audiobooks cassettes (per unit
tape when 1-2 units are missing)

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

Lost or damaged borrower's card: \$2.00

FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

Customer-operated copiers

10 cents per single side

Staff-operated copiers

20 cents single side

40 cents double side

Transparencies:

40 cents each

Printing Fees:

Public Computer Workstations

10 cents per page

Microfilm/fiche Workstations:

30 10 cents per page

Computer disk purchase:

\$.30 each 3 ½" disk

Flash Drives

\$18

Rewriteable Disks

Cost to be determined

Other Circulation Services

Hold materials: All circulating materials may be held by patrons except VHS, DVD's and Express Books. VHS & DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a video/DVD currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons.

7/96; revised 11/06; revised 11/07

Materials Selection Policy

The library sets as its major goals in materials selection: to inform, enrich and empower all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, movies videos, audio books tapes and computer software ed-roms.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

A. By Library

A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.

1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.
2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.
3. Specialized Collections: To more economically use library funds, each library will be responsible for providing more in depth materials and staff expertise in using those materials in certain fields. Staff in that library will then provide needed information in those fields to patrons at any library in the system.

The Rensselaer Library will be responsible for providing in depth collections and expertise in the areas of Business and Grants. The DeMotte Library will be responsible for providing in depth collections and expertise in the areas of law, biographical reference, and the humanities. The Wheatfield Library will be responsible for providing the in depth collection and expertise in the area of health.

B. By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.
3. Children: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from preschool to age 14.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- Critical reviews and information in professional selection aids
- Effectiveness of style, format and content for intended audience
- Need for breadth and diversity of viewpoints and subjects within the collection
- Relation to existing collection and other materials on the subject
- Reputation and significance of author, publisher, composer and/or artist
- Patron interest
- Cost
- Contemporary significance or permanent value
- Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will collect and retain a copy of all written and photographic materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. In most cases, the Library is not able to accept clothing and other such historical memorabilia.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer useful to the library system will be disposed of according to good library practice.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended 2/61, 6/67, and 1/80 by the ALA Council
Policy revised 11/96, 11/99; 11/01; 11/03; revised 11/07

220

2008 ANTHEM Insurance Packages

(includes Dental, Vision, Health, Life)

Library budgeted a 12% increase over 2007 premiums. The 2008 rates are 9.2% for the exact same plan.

	<u>Single Premium</u>	<u>Library (80%) of Basic Plan</u>	<u>Employee ONLY (20%)</u>	<u>Employee & Spouse</u>	<u>OV CoPay</u>	<u>Co-Insurance In/Out Network</u>	<u>In-Network Deductible</u>	<u>In-Network Out of Pocket</u>
Pkg 3:								
CORE -String #9	\$478.57	\$382.86	\$95.71	\$660.51	\$20	10%/30%	\$500/1500	\$1500/3000
Upgrade - String #3	\$509.60	\$382.86	\$126.74	\$728.80	\$10	10%/30%	\$250/750	\$750/\$1500

Library is not required to offer both Core and Upgrade options. Can select one type of String

Out-of-Network Deductible and O/P are triple the In-Network costs for single and double for family. These are in addition to any amounts paid toward In-Network charges.

PRESCRIPTIONS:

	<u>Retail</u>	<u>Mail Order</u>
Tier 1 (Formulary)	\$10	\$20
Tier 2 (Formulary-Brand)	\$30	\$75
Tier 3 (non-Formulary)	\$60	\$150
All prescription coverages are the same regardless of string with exception of HSA.		

CURRENT 2007 COVERAGE (Pkg 3):

CORE Plan: String #9	\$439.26	\$351.41	\$87.85	\$605.51	\$20	10%/30%	\$500/1500	\$1500/3000
UPGRADE Plan: String #3	\$467.33	\$351.41	\$115.92	\$667.28	\$10	10%/30%	\$250/750	\$750/\$1500

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 12th DAY OF November, 2007.

NAY

AYE

Mani Anne Sayler
Gene Marie Egan
Natalie Watling
Jason D. Beard
Jody Melton

ATTEST:

→ Jason D. Beard
Secretary of the Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

F1

Octoberber 31, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$119,491.59	\$1,333,493.87	\$10,825.88	\$613,645.59	\$55,130.55
Includes Investments of	\$0.00					
Public Library Access Card Fund	\$31.00	\$0.00	\$121.00	\$30.00	\$120.00	\$30.00
Gift Fund	\$7,588.25	\$1,112.75	\$20,867.42	\$1,110.73	\$20,120.51	\$6,841.34
DeMotte	\$1,222.51	\$82.62	\$6,706.76	\$178.78	\$7,453.83	\$1,969.58
Rensselaer	\$5,656.46	\$1,022.00	\$13,449.65	\$881.95	\$10,429.65	\$2,636.46
Wheatfield	\$709.28	\$8.13	\$711.01	\$50.00	\$2,237.03	\$2,235.30
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$439.48	\$5,092.44	\$149,009.00
Includes Investments of:	\$0.00					
Bond & Interest Redemption Fund	\$58,574.44	\$0.00	\$216,260.00	\$0.00	\$125,365.17	(\$32,320.39)
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$760.00	\$4,444.00	\$0.00	\$0.00	(\$1,708.03)
Capital Projects Fund	\$156,035.66	\$7,547.20	\$25,279.10	\$608.13	\$51,613.59	\$182,370.15
Includes Investments of	\$0.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$305.25	\$0.00	\$305.25	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$15,994.22	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$1,073.39	\$3,288.18	\$523.74	\$6,362.40	\$198,312.16
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,091.97	\$53,489.38	\$5,091.97	\$53,489.38	\$0.00
FICA Tax Collected	\$0.00	\$5,183.22	\$53,648.05	\$5,183.22	\$53,648.05	\$0.00
State Tax Collected	\$2,504.39	\$2,385.89	\$24,830.78	\$2,367.39	\$24,693.78	\$2,367.39
County Tax Collected	\$955.16	\$896.13	\$9,452.14	\$887.76	\$9,384.79	\$887.81
Deferred Comp.	\$0.00	\$2,420.00	\$23,752.64	\$2,420.00	\$23,752.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$2,987.15	\$30,544.58	\$2,987.15	\$30,533.13	\$0.04
Employee Life Insur.	\$0.00	\$135.80	\$1,250.00	\$135.80	\$1,250.00	\$0.00
Employee P.E.R.F.	\$5,967.65	\$0.00	\$17,505.15	\$1,905.96	\$19,391.07	\$7,853.57
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,020.62	\$40,222.12	\$3,020.62	\$40,222.12	\$0.00
EIC	\$0.00	\$0.00	(\$115.40)	\$0.00	(\$115.40)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$2,700.00	\$2,700.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$152,105.71	\$1,874,632.48	\$37,837.83	\$1,178,605.51	\$699,477.59

Bank Balances
Jasper County Public Library
Report as of: 10/31/2007

<i>Bank</i>		
1	Alliance Bank	\$340,581.35
2	Demotte State Bank	\$11,365.08
3	Alliance Bank-LIRF Acct	\$149,009.00
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$198,312.16
7	Kentland Banking Ctr- OPER CD#400039636	\$0.00
8	Kentland Banking Ctr-CPF CD#400039635	\$0.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$0.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$0.00
<i>Total all banks =</i>		<i>\$699,477.59</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 10/1/2007 To 10/31/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$41,141.60	\$8,778.40	82.4
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$62,847.75	\$650,326.94	\$183,768.06	78.0
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$3,774.16	\$40,347.65	\$11,691.35	77.5
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,183.22	\$53,648.05	\$8,867.95	85.8
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$413.14	\$3,849.67	\$1,258.33	75.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$2,441.52	\$62,736.51	\$1,153.49	98.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$5,296.50	\$55,797.06	\$30,684.94	64.5
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$84,076.43	\$907,847.48	\$246,302.52	78.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$0.00	\$974.94	(\$114.94)	113.4
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$6.00	\$260.00	\$415.00	38.5
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$5.49	\$10,005.49	\$1,306.23	\$7,743.21	\$2,262.28	77.4
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$129.82	\$3,635.64	\$614.36	85.5
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$1,292.36	\$4,659.63	(\$159.63)	103.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$15.00	\$488.40	\$761.60	39.1
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$39.71	\$139.87	(\$39.87)	139.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$0.00	\$252.10	\$47.90	84.0
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$168.15	\$8,558.89	\$2,435.81	77.8
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$34.75	\$65.25	34.8
Subtotal	\$32,385.00	\$650.19	\$33,035.19	\$2,957.27	\$26,747.43	\$6,287.76	81.0
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$1,048.77	\$2,827.27	(\$2,527.27)	942.4
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$166.81	\$3,685.25	\$9,114.75	28.8
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,976.92	\$4,023.08	32.9
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$33.06	\$4,098.10	\$1,701.90	70.7
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$1,383.28	\$12,194.05	\$2,805.95	81.3
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$70.00	\$8,970.00	\$17.04	\$4,098.72	\$4,871.28	45.7
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$97.85	\$1,328.13	\$271.87	83.0
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$0.00	\$96.00	\$12,584.00	0.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,059.29	\$740.71	58.8
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$0.00	\$1,006.91	\$114.79	89.8
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$205.00	(\$5.00)	102.5
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$0.00	\$13,627.50	\$18,572.50	42.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$845.11	\$18,856.86	\$31,143.14	37.7
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$5,783.40	\$51,704.35	\$8,295.65	86.2
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$63.85	\$814.00	\$336.00	70.8
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$449.72	\$3,391.22	\$208.78	94.2
3.61 BUILDING & STRUCTURES	\$65,137.00	\$904.80	\$66,041.80	\$4,908.97	\$38,944.44	\$27,097.36	59.0
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$754.90	(\$54.90)	107.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$219.50	\$30.50	87.8
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$27.00	\$1,949.95	\$312.05	86.2
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$304.44	(\$29.44)	110.7
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$56.90	\$156.90	\$0.00	\$56.90	\$100.00	36.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$3,600.85	\$54,118.26	\$11,313.74	82.7
Subtotal	\$377,207.00	\$1,378.40	\$378,585.40	\$18,435.66	\$217,317.96	\$161,267.44	57.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$274.05	\$1,919.66	\$9,344.88	17.0
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$9,019.06	\$104,286.01	\$39,713.99	72.4
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$353.80	\$17,477.92	\$4,222.08	80.5
4.53 NONPRINTED MATERIALS	\$70,000.00	\$6,325.84	\$76,325.84	\$4,375.32	\$57,897.41	\$18,428.43	75.9
Subtotal	\$246,190.00	\$7,100.38	\$253,290.38	\$14,022.23	\$181,581.00	\$71,709.38	71.7
Grand Total	\$1,809,932.00	\$9,128.97	\$1,819,060.97	\$119,491.59	\$1,333,493.87	\$485,567.10	73.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
7/30/2007	100 Operating Fund	2.13 OTHER OFFICE SUPPLIES	\$5.49	Refund/Reimbursement Quill A/P #388
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06-Demco PO #7274
3/23/2007	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$70.00	Refund/Reimbursement Kalamazoo PL A/P #151
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06-Janway PO#7278-Rev
6/29/2007	100 Operating Fund	3.61 BUILDING & STRUCTURES	\$904.80	FEMA Grant Reimbursed, Snow Storm - A/P #153 (Aaron's), A/P #194 (TLC Home Imp)
4/2/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$15.00	University of Minn. Reimbursement-A/P #247
8/13/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$19.95	Refund/Reimbursement Sandy Osbon - A/P #674
8/13/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$21.95	Refund/Reimbursement Susan Blubaugh-A/P #677
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06-Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06-Wal-Mart purchase#014133
9/12/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$0.60	Reimbursement sales tax A/P #602
10/25/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$5,966.00	Refund/Reimbursement, LSTA Grant (self-ck out) A/P #767 & 678

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$9,128.97

Voucher List**Jasper County Public Library****Report Date: From 10/1/2007 To 10/31/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26388	799	UNIQUE MANAGEMENT SERVI	10/1/2007	Issued Stop Payment on Lost Check, A/P #597	(\$300.88)
26569	800	AARON'S LAWN CARE	10/8/2007	Lawn Mowing, trimming, weeding, etc. -DeM (8/1-9/25) & Rens (9/5-9/27) Libraries	\$835.00
26570	801	ACE HARDWARE	10/8/2007	Wasp/Hornet Spray	\$6.98
26571	802	A.M. Best Company, Inc.	10/8/2007	Continuations	\$443.85
26572	803	ANGELA BARTON	10/8/2007	Mileage to Every Child Ready to Read Wksp	\$21.34
26573	804	BAKER & DANIELS	10/8/2007	Conferences regarding personnel matter, Revision of documents	\$1,048.77
26574	805	BAKER & TAYLOR	10/8/2007	Books, Continuations, AY	\$6,773.71
26575	806	BANK OF NEW YORK	10/8/2007	Annual Fee for Bond of 1991	\$166.81
26576	807	BARNES & NOBLE	10/8/2007	Children's Books	\$188.63
26577	808	BLUETARP FINANCIAL, INC	10/8/2007	Polyurethane, Lacquer Thinner, Paint Roller, Masking Tape, & Brushes	\$39.71
26578	809	ALA/BOOKLIST	10/8/2007	Booklist Subscription (2) 9/15/07-08	\$189.00
26579	810	CAROLYNN DeVRIES	10/8/2007	Boa for Children's Programming, Lunch for Every Child Ready to Read Wksp	\$24.02
26580	811	CENTRAL INDIANA HARDWAR	10/8/2007	Keys for DeMotte	\$15.00
26581	812	CENTRAL STATES SALES CO	10/8/2007	Outdoor Parking Lot Lights-11	\$279.45
26582	813	CYNTHIA L.HORGASH	10/8/2007	Presentation of Ghost Stories at the Fairchild House	\$40.00
26583	814	DEMCO	10/8/2007	'A' Frame Black Display Case w/12 shelves for Rens. YSDept.	\$274.05
26584	815	EBSCO SUBSCRIPTION SERVI	10/8/2007	1 Yr Novelist - Online	\$2,080.00
26585	816	EMILY DURAN	10/8/2007	Mileage to Geneology Wksp	\$55.78
26586	817	EDUCATION NETWORKS OF A	10/8/2007	Internet Service-September 2007	\$760.00
26587	818	EVA SUBSCRIPTION SERVICE	10/8/2007	Magazine Subscriptions	\$164.80
26588	819	FASE'S WATER TREATMENT	10/8/2007	8-Redout for Water Softner - DeM. Lib.	\$90.00
26589	820	FLEXPAC/SCHNIABLE, INC	10/8/2007	Hand soap & Gloves	\$99.33
26590	821	GA FOODS GROUP	10/8/2007	Film Group Supplies	\$10.39
26591	822	GAIL JUNG	10/8/2007	Counterparts & Management Syplies, Mileage Bd Mtg & Counterparts	\$57.54
26592	823	GAIL JUNG	10/8/2007	Rens Petty Cash Reimbursement - Bus. Cards, Batteries, Frame & Gen. Brush, Postage	\$52.89
26593	824	HOOVER HOUSE	10/8/2007	Leather Chair - Schulenburg	\$881.95
26594	825	INGRAM	10/8/2007	Paperbacks	\$26.63
26595	826	INSPIRATIONAL DISTRIBUTOR	10/8/2007	Christian Paperbacks	\$99.26
26596	827	INDIANA DEPT. OF WORKFOR	10/8/2007	3rd Qtr 2007 Unemployment Compensation Pymt	\$413.14
26636	828	KOLORTECH, INC.	10/8/2007	4' Fluorescent Tubes Ren/DeMotte	\$891.33
26598	829	LINDA POORTENGA	10/8/2007	2007 RCHS yearbook, Mileage Counterparts, LLN Class	\$102.32
26599	830	MIDWEST TAPE	10/8/2007	DVDs	\$74.95
26600	831	NANETTE SPEACHT	10/8/2007	DVD's	\$34.99
26601	832	OED OFFICE OF ENERGY & D	10/8/2007	3rd Qtr Pymt PFEPP Loan of 2002	\$2,402.97
26602	833	OFFICE DEPOT	10/8/2007	Envelopes	\$239.90
26603	834	ORIENTAL TRADING CO., INC	10/8/2007	Recipe Holder Craft Kits, Penquin Igloo Game Craft Kit	\$73.25
26604	835	PATRICK SHERWOOD	10/8/2007	Presentation of Ghost Stories at the Fairchild House	\$40.00
26605	836	PUBLIC EMPLOYEES' RETIRE	10/8/2007	PERF 3rd Qtr Payment 2007	\$2,441.52
26606	837	PHIL & SON, INC.	10/8/2007	Remove, repair, replace lever lock cylinder	\$169.00
26607	838	PREMIER WASTE & RECYCLIN	10/8/2007	DeMotte Trash Pick up (Quarterly)	\$150.00
26608	839	QUILL CORPORATION	10/8/2007	Pens, Cartridge, Labels, Adding Machine Tape, Correction Tape	\$812.66
26609	840	RACHAEL CAVINDER	10/8/2007	Lunch for Every Child Ready to Read Wksp	\$7.99
26610	841	RACO INDUSTRIES	10/8/2007	6 Bar Code Scanner Holders	\$47.20

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26611	842	RECORDED BOOKS, LLC	10/8/2007	Audiobook, Replacement tape	\$104.95
26612	843	ROEING CORPORATION	10/8/2007	October Payment - MS Windows Conversion, Installment Paymt for Contract	\$3,750.00
26613	844	ROTARY CLUB of RENSSELAER	10/8/2007	July/August Membership Dues	\$27.00
26614	845	SCHOLASTIC INC.	10/8/2007	Books	\$76.30
26615	846	PATTY STRINGFELLOW	10/8/2007	Mileage: Board Mtg, Mgmt Mtg, Branch Visit, ILF Forum	\$245.41
26616	847	STANDARD & POOR'S CORP.	10/8/2007	Books-S&P Outlook	\$447.00
26617	848	SUSAN ENGELMANN	10/8/2007	Supplies for SDD, Teen Program Supplies, SRP Supplies, Books, DVDs	\$554.41
26618	849	THE LIBRARY CORPORATION	10/8/2007	Percon Scanner Spt 11/07-10/08, Serial Support 11/07- 10/08, Hosting System & Data Conversion	\$6,958.00
26619	850	THOMSON GALE	10/8/2007	Continuations	\$964.55
26620	851	TYSEN'S FAMILY FOOD CENT	10/8/2007	Supplies for After School Program	\$6.03
26621	852	ULINE	10/8/2007	DVD Cases	\$38.57
26622	853	UNIQUE MANAGEMENT SERVI	10/8/2007	Initial & Secondary Placements-August & May (last check)	\$693.73
26623	854	VISION SERVICE PLAN- (IN)	10/8/2007	Vision Premium, Oct 2007 - 15 empl.	\$146.94
26624	855	WAL-MART COMMUNITY BRC	10/8/2007	CDs, DVDs, Janitorial Supplies, Labeler, Archival Supplies, Batteries	\$2,362.07
26625	856	YVONNE DEL VECCHIO	10/8/2007	Mileage: Walking Books	\$21.39
26626	857	ZIESE PLUMBING, HEATING, &	10/8/2007	Repair Leaks in Boiler Room	\$1,502.00
150154	858	DEMCO	10/8/2007	Library Logo Sign	\$77.39
150155	859	SIGNS BY PHILL	10/8/2007	Steel U-Frame w/ No Skateboarding, Rollerblading, or Bicycling on Library Property	\$996.00
26629	860	ALLIED WASTE SERVICES #71	10/10/2007	Trash Service for Wheatfield-October 2007	\$33.20
26630	861	ANTHEM BLUE CROSS BLUE S	10/10/2007	Health Insurance Premium -October '07	\$8,027.40
26631	862	ANTHEM LIFE	10/10/2007	Health Insurance Premium-23 employees, October 2007	\$77.11
26632	863	EDWARD YOUNG	10/10/2007	Courier Mileage, 9/15/07-9/30/07	\$291.00
26633	864	FIRST TRUST CREDIT UNION	10/10/2007	Direct Deposits w/held Oct 10, 2007 payroll	\$1,416.70
26634	865	GREAT-WEST RETIREMENT S	10/10/2007	Annuity w/held from October 10, 2007 Payroll - 8 Participants	\$1,210.00
0	866	IRS USA TAXPAYMENT	10/10/2007	EFT - FICA & FED Taxes w/held October 10, 2007 payroll, Ref #00105212	\$7,469.19
0	867	INDIANA DEPARTMENT OF RE	10/10/2007	EFT-State and County Tax Withheld October '07 Ref#43987 Verf Code 23	\$3,282.02
26635	868	TOWN OF WHEATFIELD SEW	10/10/2007	October Sewer Service @ Wh. Lib.	\$56.65
0	869	PAYROLL	10/10/2007	PAYROLL	\$34,350.77
26637	870	CULLIGAN	10/8/2007	September Water Cooler Rental - Wh. Lib.	\$9.95
26638	871	NIPSCO	10/10/2007	Wh Utilities, 9/4-10/2/07	\$1,761.80
26639	872	TOWN OF DEMOTTE	10/16/2007	Sewer service, DeMotte Lib, August '07	\$68.42
0	873	PAYROLL	10/25/2007	PAYROLL	\$36,391.28
26640	874	AFLAC	10/25/2007	Supplemental Ins. Premium-October 2007	\$168.00
26641	875	CITY OF RENSSELAER	10/25/2007	Rensselaer Utilities--9/10/07-10/8/07	\$1,953.99
26642	876	EDWARD YOUNG	10/25/2007	Courier Mileage, 10/1/07-10/15/07	\$320.10
26643	877	FIRST TRUST CREDIT UNION	10/25/2007	Direct Deposits w/held Oct 25, 2007 payroll	\$1,603.92
26644	878	GREAT-WEST RETIREMENT S	10/25/2007	Annuity w/held from October 25, 2007 Payroll - 8 Participants	\$1,210.00
0	879	IRS USA TAXPAYMENT	10/25/2007	EFT - FICA & FED Taxes w/held October 25, 2007 payroll, Ref #00164447	\$7,989.22
26645	880	NIPSCO	10/25/2007	DeMotte Utilities, 9/8/07-10/8/07	\$3,118.02

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$152,105.71

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, November 01, 2007

Patricia J Stringfellow
Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$152,105.71

Date this 12 day of November, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

October 31, 2007

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$3,136.64	\$29,372.12
DeMotte	\$1,044.58	\$9,724.19		
Rensselaer	\$1,345.71	\$12,567.44		
Wheatfield	\$746.35	\$7,080.49		
PHOTOCOPIES:			\$737.03	\$7,518.80
DeMotte	\$303.15	\$2,830.94		
Rensselaer	\$235.18	\$2,736.97		
Wheatfield	\$198.70	\$1,950.89		
INTEREST:			\$986.21	\$24,993.41
Checking/Repurchase/Savings/CD's	\$986.21	\$24,993.41		
TAXES:			\$0.00	\$527,678.64
Property Tax	\$0.00	\$192,195.89		
License Excise Tax	\$0.00	\$32,532.75		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$273,929.00		
Local Option/Property Tax Repl.	\$0.00	\$29,021.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$5,966.00	\$24,082.62
Rebates/Refund	\$0.00	\$600.00	\$0.00	
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$350.00		
Reimbursement	\$0.00	\$15.60		
Credit Card Rewards Redemption	\$0.00	\$250.00		
Grant Reimbursements	\$5,966.00	\$6,870.80		
Interfund Transfer	\$0.00	\$15,994.22		
Miscellaneous Receipts	\$0.00	\$2.00		
TOTAL OPERATING FUND RECEIPTS.....			\$10,825.88	\$613,645.59
PLAC FUND:-.....			\$30.00	\$120.00
GIFT FUNDS:			\$1,110.73	\$20,120.51
DeMotte	\$178.78	\$7,453.83		
Rensselaer	\$881.95	\$10,429.65		
Wheatfield	\$50.00	\$2,237.03		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$439.48	\$5,092.44
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$125,365.17
Property Tax	\$0.00	\$107,216.72		
License Excise Tax	\$0.00	\$18,148.45		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$608.13	\$51,613.59
Interest Earned	\$608.13	\$6,375.00		
Property Tax	\$0.00	\$38,518.59		
License Excise Tax	\$0.00	\$6,520.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Printer Return Rebate	\$0.00	\$200.00		
HOST/HOSPITALITY FUND:			\$0.00	\$305.25
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$523.74	\$6,362.40
Int. Earned(Chkg.,CD's,Escrow)	\$523.74	\$6,362.40		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$13,537.96	\$919,655.95

WITHHOLDING ACCOUNT FUNDS:

			\$24,299.87	\$258,949.56
FIT Tax Collected	\$5,091.97	\$53,489.38		
FICA Collected	\$5,183.22	\$53,648.05		
State Tax Collected	\$2,367.39	\$24,693.78		
County Tax Collected	\$887.76	\$9,384.79		
Deferred Comp Plan	\$2,420.00	\$23,752.64		
Pre-tax Insurance Plans	\$2,987.15	\$30,533.13		
Life Insurance	\$135.80	\$1,250.00		
PERF	\$1,905.96	\$19,391.07		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,020.62	\$40,222.12		
EIC	\$0.00	(\$115.40)		
Repayment	\$300.00	\$2,700.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$37,837.83	\$1,178,605.51

Voucher List**Jasper County Public Library****Report Date: From 11/1/2007 To 11/12/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26646	881	AARON'S LAWN CARE	11/12/2007	Lawn Mowing, trimming, weeding, etc. -DeM (10/2-10/24/07) & Rens (10/4-10/24/07) Libraries	\$435.00
26647	882	BAKER & TAYLOR	11/12/2007	Books, Continuations, AY, Gift Fund	\$11,824.91
26648	883	BLUETARP FINANCIAL, INC	11/12/2007	Cleaner, Sponges, Durabond, Brushes, Roller	\$20.22
26649	884	BIERMA HARDWARE, INC.	11/12/2007	Batteries, Flea Kill	\$13.86
26650	885	CAPITAL ONE, F.S.B.	11/12/2007	CYPD (Youth Services Programming Seminar) meals and hotel for four people, Credit on a returned DVD	\$246.36
26651	886	CHESTER TECHNOLOGIES	11/12/2007	Cisco SmartNet Annual Mtnce	\$112.00
26652	887	CULLIGAN	11/12/2007	Water Cooler Rental-Nov & Water	\$49.45
26653	888	DEX	11/12/2007	Qtly Yellow Page Advertising - Nov, Dec, Jan	\$258.00
26654	889	DIANE OPOLSKI	11/12/2007	Mileage: Bank Deposits, Home Page Mtg	\$25.22
26655	890	EDUCATION NETWORKS OF A	11/12/2007	Internet Service-October 2007	\$906.77
26656	891	FLEXPAC/SCHNIABLE, INC	11/12/2007	Garbage Liners	\$68.90
26657	892	HERITAGE OFFICE PRODUCT	11/12/2007	Service Contract (11/15/07-08) Rens Patron Copier, Service Contract (10/8/07-08) Wh Copier, Service Contract (10/8/07-08) Wh Copier, Replaced Drum in Dm Copier	\$1,160.23
26658	893	ILF ANNUAL CONFERENCE	11/12/2007	ILF Annual Conference - Patty Stringfellow, Melissa Widner, Angela Barton	\$360.00
26659	894	INCOLSA	11/12/2007	Heritagequest Renewal 11/1/07-10/31/08	\$602.00
26660	895	INGRAM	11/12/2007	Books	\$68.95
26661	896	INSPIRATIONAL DISTRIBUTOR	11/12/2007	Christian Paperbacks	\$13.09
26662	897	INTEGRITY SOFTWARE, INC	11/12/2007	Softrack for Windows Maintenance Renewal 12/6/07-12/5/08	\$433.28
26663	898	JASPER COUNTY HOSPITAL	11/12/2007	Qtly. Water Testing-DeMotte Lib.	\$17.00
26664	899	JILL TACHTIRIS	11/12/2007	Book	\$8.50
26665	900	KANKAKEE VALLEY POST NE	11/12/2007	Dm Subscription (11/28/07-08)	\$47.00
26666	901	KIM DELGER	11/12/2007	BH&G Kitchen & Bath Ideas 2007 Magazine	\$35.34
26667	902	KONE, INC.	11/12/2007	Oct - Dec 2007 Elevator Mtnce Contract	\$424.65
26668	903	LAFAYETTE OFFICE SYSTEMS	11/12/2007	Service Agreement for Minolta Copier 11/3/07-5/3/08	\$525.00
26669	904	LEGAL DIRECTORIES PUBLIS	11/12/2007	2007 Indiana Legal Directory	\$61.75
26670	905	LINDA POORTENGA	11/12/2007	Mileage to Grant Workshop, Mgmt Mtg, Disaster Recovery Mtg, Friends Mtg	\$121.25
26671	906	MIDWEST TAPE	11/12/2007	DVDs	\$165.88
26672	907	NIPSCO	11/12/2007	Wh Utilities, 10/2/07-10/30/07	\$1,595.67
26673	908	PATTY STRINGFELLOW	11/12/2007	Mileage: INCOLSA Mtg, Disaster Recovery Mtg, NW IN Directors Mtg, INCOLSA Expenses	\$86.29
26674	909	POSTMASTER GENERAL	11/12/2007	Postage 40 - \$1.00 Stamps	\$40.00
26675	910	PROQUEST-CSA LLC	11/12/2007	Rens. Republican Microfilm, 5/1/07-8/31/07	\$72.20
26676	911	QUALITY LASER TECHNOLOGI	11/12/2007	Service Call on Wh Copier	\$212.50
26677	912	RACHAEL CAVINDER	11/12/2007	Mileage: Preschool Visit, Bank Deposits, CYPD	\$31.04
26678	913	RELIABLE EXTERMINATORS, I	11/12/2007	Exterior Pest Control Application @ Rens.	\$152.00
26679	914	REBECCA NELSON	11/12/2007	Refund to patron for returned book	\$15.95
26680	915	RECORDED BOOKS, LLC	11/12/2007	Audiobooks	\$576.59
26681	916	REGENT BOOK CO., INC.	11/12/2007	BH & G Kitchen/Bath Ideas	\$13.03
26682	917	RENSSELAER REPUBLICAN	11/12/2007	Youth Services Ad-DeMotte	\$117.94
26683	918	ROEING CORPORATION	11/12/2007	November Payment - MS Windows Conversion	\$2,500.00
26684	919	SCHOLASTIC INC.	11/12/2007	Books	\$664.70
26685	920	SIGNS BY PHILL	11/12/2007	Signs for Ren & DeMotte	\$660.00
26686	921	TEACHING COMPANY	11/12/2007	DVD Educational Set	\$214.95
26687	922	THE LIBRARY CORPORATION	11/12/2007	LS Software License Support 12/07-11/08	\$630.00
26688	923	THOMSON GALE	11/12/2007	Continuations	\$1,029.75

Printed on Tuesday, November 06, 2007

Page 1 of 2

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26689	924	TIM SCHULTZ	11/12/2007	Mileage-Bd Mtgs	\$21.34
26690	925	TRU-GREEN CHEMLAWN	11/12/2007	Fall Root Feeding	\$99.00
26691	926	TYSEN'S COUNTRY GROCERY	11/12/2007	Expenses for YA Counterparts Mtg	\$20.18
26692	927	TYSEN'S FAMILY FOOD CENT	11/12/2007	Expenses for After School Program	\$6.03
26693	928	UNIQUE MANAGEMENT SERVI	11/12/2007	Initial & Secondary Placements-Sept	\$215.34
26694	929	VISION SERVICE PLAN- (IN)	11/12/2007	Vision Premium, Nov 2007 - 15 empl.	\$146.94
26695	930	WAL-MART COMMUNITY BRC	11/12/2007	DVDs, Cups, Coffee, Plates, Digital Camera and Accessories	\$374.66
26696	931	WEBBALANCED TECHNOLOGI	11/12/2007	Internet Filtering Qtly Billing, 10/15/07-1/15/08	\$360.00
150156	932	SIGNS BY PHILL	11/12/2007	Remove and install book drop sign	\$35.00
Total Amount of Claims					\$27,895.71

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 06, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$27,895.71

Date this 12th day of November, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Thursday, December 27, 2007
Rensselaer Public Library Meeting Room
9am

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Final Year-End Bills to be Allowed
2007 Encumbrances
2007 Appropriation & Fund Transfers

Resolution to Declare an Emergency and to Borrow From An Existing Library Fund Account

Action

Public Forum

Adjournment

Voucher List

Jasper County Public Library

Report Date: From 12/21/2007 To 12/27/2007

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1012	PAYROLL	12/21/2007	PAYROLL	\$36,454.43
26766	1013	AFLAC	12/21/2007	Supplemental Ins. - Nov Premium - Molenaar, B. Thompson, Woods	\$168.00
26767	1014	CITY OF RENSSELAER	12/21/2007	Rensselaer Utilities, 11/07/07-12/07/07	\$2,696.27
26768	1015	EDWARD YOUNG	12/21/2007	Courier Mileage, 12/1/07-12/15/07	\$291.00
26769	1016	EMBARQ COMMUNICATIONS I	12/21/2007	Long Distance calls, 11/12/07-12/7/07	\$87.40
26770	1017	FIRST TRUST CREDIT UNION	12/21/2007	Deposits w/held from Dec 21, 2007 Payroll - 6 participants	\$1,297.86
26771	1018	GREAT-WEST RETIREMENT S	12/21/2007	Annuity pymts w/held from payroll Dec 21, 2007 - 8 Participants	\$1,210.00
0	1019	IRS USA TAXPAYMENT	12/24/2007	FICA & Federal Taxes w/held Dec 21, 2007 payroll, ref #00868382	\$7,942.77
26772	1020	NIPSCO	12/21/2007	Wh Utilities, 10/31/07-12/4/07	\$1,967.53
26773	1021	NIPSCO	12/21/2007	DeMotte Utilities, 11/06/07-12/7/07	\$3,756.06
26774	1022	U S TREASURY	12/21/2007	W/held from 12/21/07 Payroll, Garnishment - Levy Proceeds for Edward L. Young	\$6.08
26775	1023	AARON'S LAWN CARE	12/27/2007	Lawn Mowing, Leaf Pick Up, Landscape Blown Out -DeM (11/6-11/26/07) & Rens (11/6-11/19/07) Libraries	\$400.00
26776	1024	AFFORDABLE ALTERNATIVES	12/27/2007	CT0196 ribbon cartridge (black)	\$103.26
26777	1025	BAKER & TAYLOR	12/27/2007	Books, Continuations, AY, Gift Fund, Audio Books	\$2,185.78
26821	1026	BAKER & TAYLOR ENTERTAIN	12/27/2007	DVD's	\$1,873.51
26779	1027	BRACKEMYRE PUBLISHING	12/27/2007	Continuations	\$85.00
26780	1028	CAMPBELL PRINTING COMPA	12/27/2007	Envelopes, 2x3 labels	\$451.13
26781	1029	CARRIAGE PAPER PRODUCT	12/27/2007	Receipt printer paper	\$98.17
26782	1030	CDW GOVERNMENT, INC	12/27/2007	Receipt printer, DVD drive, Case for LCD Projector, Tapes, 3 printers, network carts, Camcorder/case, surge protector, remote for LCD, Wireless adaptor, headphones, network switch, LCD projector	\$6,328.92
26783	1031	CENTRAL INDIANA HARDWAR	12/27/2007	New Keys for Rensselaer Library	\$13.68
26784	1032	CHESTER TECHNOLOGIES	12/27/2007	Brightstor Arcserver Backup, Toner Cartridges	\$491.00
26785	1033	CULLIGAN	12/27/2007	December Water Cooler Rental - Wh. Lib.	\$9.95
26786	1034	DELL MARKETING L.P.	12/27/2007	Self Check monitors on stand, PC's, Soundbars for monitors	\$5,333.14
26787	1035	DIANA KOOY	12/27/2007	Mileage	\$84.39
26788	1036	ENGAGED PATRONS.ORG	12/27/2007	Events Registration Hosting Service 1/1/08-12/31/08	\$195.00
26789	1037	EVELYN BRISTOL	12/27/2007	Magnetic Words for Dm YA room	\$24.99
26790	1038	FASE-KALUF TV & APPLIANCE	12/27/2007	Mini fridge for Rn meeting room	\$169.99
26822	1039	GAIL JUNG	12/27/2007	Business Cards, Batteries, Flashlights, Tacky glue; Mileage-Bookkeeping Wkshp	\$116.01
26792	1040	HERITAGE OFFICE PRODUCT	12/27/2007	Netatag, Annual service contract for Dm copier	\$979.12
26793	1041	HIGHSMITH CO. INC.	12/27/2007	Bibliofile Label set, Two sided laminate	\$197.45
26794	1042	JOURNAL AND COURIER	12/27/2007	Newspaper Subsc.-DeMotte Lib. 1/11/08-1/08/09	\$210.60
26795	1043	JAGUAR EDUCATIONAL	12/27/2007	Laminated posters	\$77.90
0	1044	PAYROLL	12/21/2007	Underpayment of wages (\$.82/hr) - Joe Zellon, 9/16-12/15/07.	\$44.69
26796	1045	JASPER COUNTY PUBLIC LIBR	12/27/2007	Board resolution 12/10/07 to transfer funds to LIRF Acct	\$30,126.00
26797	1046	LAWN CARE CONSULTANTS	12/27/2007	Lawn Mowing, edging, mulching, sprinkler repairs, pruning, seeding bookdrop area-Wh. Lib, 7/28-11/8/07	\$1,800.00
26798	1047	LINDA POORTENGA	12/27/2007	Mileage - Lifelong Learning, grant wkshp, branch counterparts; boiler problems @ Rens on 12/14/07.	\$154.23
26799	1048	MIDWEST TAPE	12/27/2007	DVD	\$12.99
26800	1049	MUSIC IN MOTION	12/27/2007	Color Days Kit-Wheatfield. Ch. Program	\$63.95
26801	1050	NEW PIG CORPORATION	12/27/2007	Interlocking Fatigue Mats	\$82.40

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26802	1051	OFFICE DEPOT	12/27/2007	Speciality Paper	\$47.47
26803	1052	PEGGY WOODS	12/27/2007	Staff Christmas Party Entrée	\$64.22
26804	1053	PHIL & SON, INC.	12/27/2007	Door Closure Mechanism @ DeM. Lib.	\$250.00
26805	1054	QUILL CORPORATION	12/27/2007	Constr. Paper, binders, clasp envelopes, contact paper, file folders, storage box, labels, laserjet cartridges, sticky notes, markers, typewriter ribbon.	\$497.89
26806	1055	RACO INDUSTRIES	12/27/2007	Laser Scanners & Stands - Self-Ck	\$489.73
26807	1056	RECORDED BOOKS, LLC	12/27/2007	CD Album Cases	\$672.40
26808	1057	ROEING CORPORATION	12/27/2007	Data Drops-Ad. Ref, Circ Desk, Ch. Ref. Desk @ Rens.	\$725.00
26809	1058	SHEILA MAXWELL	12/27/2007	Postage, Mtg Expenses, Mileage, Icon software	\$321.06
26810	1059	SUE TOBIAS	12/27/2007	Mileage - AVC Mtg (aborted b/c weather conditions)	\$27.16
26811	1060	SUSAN ENGELMANN	12/27/2007	Christmas Decorations, DVDs, craft supplies, film, Ch. Prog supplies	\$330.04
26812	1061	TRU-GREEN CHEMLAWN	12/27/2007	Ice Melt - 24 bags	\$270.00
26813	1062	UNIQUE MANAGEMENT SERVI	12/27/2007	Nov 2007 Initial & Secondary Placements	\$439.21
26814	1063	WAL-MART COMMUNITY BRC	12/27/2007	DVDs, TV, & Paints/Ornament Prog.	\$1,366.93
26815	1064	YVONNE DEL VECCHIO	12/27/2007	Mileage - Walking Bks; Rens. Lib.	\$29.15
26816	1065	GAYLORD BROS.	12/27/2007	Phoenix Task Chair-2 (Rens)	\$317.18
26817	1066	BAKER & DANIELS	12/27/2007	FMLA Inquiry Consultation, 11/1/07	\$72.00
26818	1067	DEMCO	12/27/2007	Adhesive, Cutting Mat, Bk Jackets, Filament tape, clock, headphones, beanbag chairs, booktruck, signage, magnetic board.	\$896.04
26819	1068	TEACHING COMPANY	12/27/2007	Great Courses 20th Century Amer. Fiction CD	\$109.95
150157	1069	JASPER COUNTY PUBLIC LIBR	12/27/2007	Temporary Loan to BIRF per bd resolution of 12/27/07 to correct deficit.	\$16,329.60
150158	1070	JASPER COUNTY PUBLIC LIBR	12/27/2007	Temporary Loan to pay Bond of 2001 due Jan. 15, 2008 per bd resolution 12/27/07.	\$158,477.50
0	1071	PUBLIC EMPLOYEES' RETIRE	12/27/2007	Correct 2nd and 3rd quarter fund payments.	\$0.00
Total Amount of Claims					\$289,323.18

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, December 28, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$289,323.18

Date this 27th day of December, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Printed on Friday, December 28, 2007

Page 2 of 2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

**Resolution To Declare An Emergency and to
Borrow From An Existing Library Fund Account**

Whereas, the Jasper County Public Library Board received notice from the Jasper County government that the Jasper County Public Library will not receive their complete tax draw in 2007 due to a delay in Jasper County, Indiana. The Jasper County Public Library Board do resolve to declare an emergency and do resolve to give the treasurer the authority to borrow \$16,329.60 from the Construction Fund to cover the end-of-year deficit in the BIRF Fund and transfer \$158,477.50 from the Construction Fund to the BIRF Fund to make the January bond payment that is due January 15, 2008. This money is to be paid back to the Construction Fund on or before June 30, 2008.

ADOPTED THIS 27th DAY OF DECEMBER, 2007.

NAY

AYE

Susan Deardorff
Natalie Waling
Gene-Marie Egan
Mari Anne Layler

ATTEST:

Susan Deardorff

Secretary of Jasper County Public Library Board

Resolution to Encumber Operating (100) Funds

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of JASPER COUNTY PUBLIC LIBRARY during 2007; Now, therefore be it resolved by the Library Board of the JASPER COUNTY PUBLIC LIBRARY, JASPER County, Indiana, that for the following appropriations hereby be encumbered from the **2007** budget for the OPERATING Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

<u>Purchase Order</u>	<u>Vendor's Name</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
PO 6328	Baker & Taylor	4.51	\$ 3854.05
"	" "	4.53	1108.89
PO 6330	Recorded Books	4.53	838.35
PO 6331	Baker & Taylor	4.51	3614.56
"	" "	4.53	1384.06
PO 6332	Thorndike Press	4.51	1500.75
PO 6333	Baker & Taylor	4.51	177.96
PO 6334	Baker & Taylor	4.51	29.99
PO 6335	World Book, Inc.	4.51	839.00
PO 6336	Baker & Taylor	4.51	1346.32
"	" "	4.53	56.89
PO 6337	Baker & Taylor	4.51	60.79
PO 6338	The Teaching Co.	4.53	199.85
PO 7479	Highsmith/Upstart	2.41	110.60
PO 7489	Circle 'R' Electric, Inc	4.4	<u>1240.00</u>
TOTAL			\$16362.06

Presented to the JASPER COUNTY PUBLIC LIBRARY BOARD, read in full and adopted this **27th Day of December, 2007**, by the following aye and nay vote.

AYE

NAY

Susan Deardorff

Natalie Whiting

Rene Marie Egan

Mari Anne Saylor

ATTEST:

Susan Deardorff

Secretary, Jasper County Public Library Board

December 27, 2007

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	<u>Added Amount Appropriated</u>		<u>Amount Reduced</u>
1.21 Employer's Share – FICA	\$ 1991.07	1.24 Employer's Contrib – Ins	\$ 1991.07
2.11 Official Records	\$ 114.94	2.13 Office Supplies	\$ 700.00
2.23 Other Operating Supplies	\$ 536.48	2.31 Building Materials & Supply	\$ 424.03
2.32 Paint & Painting Supplies	\$ 43.73		
2.33 Repair Parts	\$ 202.10		
2.41 Library Supplies	\$ 226.78		
3.13 Legal Services	\$ 2599.27	3.26 Networking	\$ 4241.19
3.41 Official Bonds	\$ 5.00		
3.52 Electricity	\$ 1030.03		
3.54 Waste Disposal Services	\$ 408.55		
3.62 Equipment Repairs	\$ 168.90		
3.93 Taxes & Assessments	\$ 29.44		
TOTAL Added	\$ 7356.29	TOTAL Reduced	\$ 7356.29

CAPITAL PROJECTS FUND

	<u>Added Amount Appropriated</u>		<u>Amount Reduced</u>
3.26 Networking	\$ 728.06	4.4 Furniture & Equipment	\$ 6737.15
3.98 Maintenance Contracts	\$ 8746.16	4.53 NonPrint Materials	\$ 2572.07
		3.14 Other Professional Services	\$ 165.00
TOTAL Added	\$ 9474.22	TOTAL Reduced	\$ 9474.22

PAYROLL WITHHOLDING FUND transfer into OPERATING FUND

(overpayment of wages in 2006 reconciled through payroll deduction in 2007)

<u>Fund - Appropriation</u>	<u>Amount Added</u>	<u>Fund - Appropriation</u>	<u>Amount Reduced</u>
100 - 1.12 Wages of Assistants	\$ 3300.00	200.12 - 1.1 Repayment of Wages	\$ 3300.00

AYE

NAY

Susan Deardorff
Natalie Welling
Aimee Marie Egan
Marci Anne Sayler

ATTEST:

Susan Deardorff
Secretary, Jasper Co. Public Library Board

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 10, 2007, 7pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)

General Business

Advance Tax Draw (R 10)
Advance Funding Program (R 10)
LIRF Transfers (R 10)
2008 Salary Increase (R 11)
Election of Officers (R 11)
End of December Board Meeting (R 11)

Action
Information/Action
Action
Action
Action
Information

Director's Report (R 11-R 15)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees

7:00 PM

November 12, 2007

DeMotte Library

Present: Mari Anne Sayler, Jody Melton, Anne-Marie Egan, Natalie Waling, Susan Deardorff, Patricia Stringfellow, Brenda Thompson, Evelyn Bristol, & Gail Jung

Absent: Joan Floyd, Timothy Schultz Jr.

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by J. Melton, to approve the Agenda and Consent Agenda items, minutes of the October Board Meeting, monthly bills and financial reports, Salary Ordinance Update, minor revisions to the Materials Selection Policy and updating the Circulation Policy. Motion passed.

DeMotte Annual Report: New Branch Librarian, B. Thompson, remarked how technologically progressive our library is having PC Cop, wireless Internet, and implementing self-checkout stations for 2008. Roof leaks were tarred and sealed, and the grounds were beautified with plantings the patrons shared to fill in bare spots around the library. The area outside the meeting rooms at top of hill will receive the same touch next year. Computer classes numbered 36 and additional topics for next year will include Internet safety, shopping online, and email. Friends purchased a 2-yr public performance license which allows the library to show movies. The first senior matinee brought out 17 people. Book Discussion has grown causing the addition of a second session. They are increasing non-fiction and biography collection to attract more male readers. The DeMotte Library is concentrating on building the inspirational DVD collection as well. Our magazine collection is very diverse and highly circulated. The library had an open house for the new microfilm reader. DeMotte FOL recently purchased for the DeMotte Library an LCD Projector and a digital camera. Besides increasing circulation and beautifying the grounds, B. Thompson's goals for the library include educating the public on the importance of circulation and service counts, encouraging donations (we are not-for-profit), and offering more programs across age levels.

Youth Services Specialist, E. Bristol, was recently promoted to this position. Through solicitations they were blessed with \$370 in donations with another \$1300 in gift certificates, coupons, prizes, toys, pens, supplies, etc. A variety of toddler/children/teen programs were offered with unique topics as henna tattooing, magicians, puppets, food fear factor, books for bucks, movie days, Jasper County Reads One Book, family reads, craft programs, games, ghost stories, Santa visits, etc. The high school book discussion is growing in numbers as a book club was initiated at the school this year. E. Bristol will be concentrating on collection development and marketing services, increasing youth awareness of resources available, teen advisory board involvement, program attendance, weeding materials, and starting a Lap-sit program in 2008.

President Sayler remarked upon the scope of Demotte's programs, and other board members said how much they appreciated the pictures that were shared as a part of the presentation. The board encouraged them to keep up the good work.

Reorientation of DeMotte Library Entrance: Our Long Range Plan indicates that this is the year we are to investigate the possibility of reorienting the front of the DeMotte Library to face east. To begin this discussion P. Stringfellow invited B. Thompson to relate her thoughts on this endeavor and to indicate staff and patron opinion as well. Patrons and staff do express a desire for reorientation of the entrance. Patrons have expressed a need for easier access and closer parking arrangements. It was noted that some members of the DeMotte community consider this a done deal, a definite work in progress. To begin the process the board directed P. Stringfellow to contact architects who have remodeling expertise about our objective to re-orient the entrance and what suggestions they might offer. The board will be updated at the February 2008 Board Meeting.

2008 Slate of Officers: M. Sayler presented the recommendations from the Nominating Committee as: President – S. Deardorff, Vice-president – A-M Egan, Secretary – J. Melton, Treasurer – N. Waling, & Asst. Treasurer – M. Sayler. Officers will be elected at the December Meeting.

Advanced Tax Draw: The board approved another advanced tax draw resolution in order to receive any property taxes paid since our last resolution that was submitted to the county auditor on a motion by J. Melton, seconded by A-M Egan. Motion was unanimous.

Patron Purchase: On a motion by A-M Egan, seconded by S. Deardorff, the board chose to discontinue offering patron purchase service to patrons effective January 1, 2008. Motion passed. Staff will assist patrons in alternative ways to purchase books as needed.

Health Insurance: ILF offers several options for insurance including an H.S.A. (Health Savings Account) package. The upgrade for this package would be more costly for staff with less coverage than their current core package. After considering their options, the board approved offering Package 3 for 2008, contributing 80% of the premium for employees working 35-40 hrs/wk and 50% for employees working 30-34 hrs on a motion by J. Melton and seconded by N. Waling. Motion was unanimous.

Director's Report: P. Stringfellow announced that the Indiana Library Federation has recognized Board members S. Deardorff, A-M Egan, J. Floyd, M. Sayler, T. Schultz, and N. Waling as having met the requirements to receive individual LINK recognition from the ILF officers at their annual conference. To earn LINK recognition, individual trustees must accumulate a certain amount of continuing education points. The Jasper County Public Library Board has qualified for Full Board Recognition as the majority of the members have reached Level One (accumulation of 75 points through attendance and service).

It is uncertain that we will get 2007 property tax revenue before the end of year. We did receive our CAGIT distribution November 1 that will sustain our cash flow into February with conservative spending. Our attorney is reviewing the bond papers should the board resolve to borrow funds from the Indiana Bond Bank Advanced Funding Program. We must return these by December 10, 2007 if the board elects this avenue to obtain funds. The library also has the option of seeking a Line of Credit from a local bank. The interest rate will likely be higher than from the bond bank; however, we would be borrowing smaller sums of money as needed.

People Count Week showed an overall increase in numbers. TLC database migration did bring some subsequent problems. Nearly all have been resolved. Internet speed is still a concern and is being closely monitored by Sheila and ENA. It seems that the problem may lie in W. Virginia with TLC's Internet service. Sewer work along the east side of the Wheatfield library has been completed with new grass seed planted where needed. The town is repairing its sidewalk in front of the Wheatfield Library that is cracked and uneven. This is good as there will be increased foot traffic due to all of the development in the area.

Public Forum: Ted Regnerus, a student at IU Northwest on an assignment for an Intro to Public Policy class, addressed the board. He presented landscaping suggestions that could save the library time and money in the long term for the Wheatfield Library. He spoke of alternative types of mulch, and materials and methods to prevent weeds from germinating in landscape. Mowing at 3" height and use of chemicals enhances the thickness of lawn and crowds out weeds. Using a drip irrigation system will prevent further staining of sidewalks and runoff, and allow deep root watering of plants. Timers would add to the effectiveness of the irrigating. A list of drought tolerant plants, grasses, and shrubs was provided to enhance the landscape.

Adjournment: With no further matters for discussion, A-M Egan moved to adjourn at 8:29 PM. J. Melton seconded the motion.


Susan Deardorff, Secretary


Attest: Mari Anne Sayler, President

CIRCULATION BY HOLDINGS CODE
November 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2	0	0	2
Award Winner JE (DAJE)	5	0	0	5
Award Winner JFIC (DAJFIC)	13	2	0	15
Award Winner JNF (DAJNF)	2	0	0	2
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winner YAFIC (DAYAF)	4	0	0	4
Award Winner YAPFIC (DAYPBF)	1	0	0	1
Biography (DBIO)	54	9	3	66
Books on CD (DBKCD)	94	5	2	101
Books on Tape (DBKT)	18	1	0	19
Compact Disc (DCD)	336	15	3	354
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	1026	15	3	1044
Equipment (DEQP)	37	0	0	37
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	58	0	0	58
Fiction (DFIC)	1078	59	24	1161
Fiction Fantasy (DFICF)	21	0	0	21
Fiction Mystery (DFICM)	194	16	6	216
Fiction Science Fiction (DFICSF)	12	1	0	13
Fiction Western (DFICW)	40	0	0	40
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	2	0	0	2
Hanging Bags (DHANG)	13	0	0	13
ILL (DILL)	33	0	0	33
Internet (DINTER)	986	0	0	986
Juv. Biography (DJBIO)	54	3	7	64
Juv. Book on CD (DJBKCD)	3	0	0	3
Juv. Book on Tape (DJBKT)	21	0	0	21
Juv. Compact Disc (DJCD)	34	0	0	34
Juvenile Easy (DJE)	501	20	5	526
Juv. Easy Reader (DJER)	271	6	1	278
Juv. Fiction (DJFIC)	395	15	15	425
Juv. Holiday books (DJHOL)	36	1	0	37
Juv. Magazine (DJMAG)	65	0	2	67
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	442	10	9	461
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	110	1	0	111
Large Print Fiction (DLPF)	116	1	1	118
Large Print Nonfic (DLPNF)	7	0	1	8
Magazine (DMAG)	873	0	1	874
Music Cassette (DMCAS)	0	0	0	0

Nonfiction 000 (DNF000)	11	1	1	13
Nonfiction 100 (DNF100)	14	0	0	14
Nonfiction 200 (DNF200)	9	0	0	9
Nonfiction 300 (DNF300)	9	0	1	10
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	1	0	0	1
Nonfiction 600 (DNF600)	1	0	0	1
Nonfiction 700 (DNF700)	0	0	0	0
Nonfiction 800 (DNF800)	0	0	0	0
Nonfiction 900 (DNF900)	0	0	0	0
Nonfiction DVD (DNFDVD)	19	2	0	21
Nonfiction (DNFIC)	763	64	39	866
Nonfiction VHS (DNFVHS)	27	1	0	28
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	23	0	0	23
Software (DSWAR)	66	1	0	67
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	329	3	2	334
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	2	0	0	2
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	65	0	4	69
YA Nonfiction (DYANF)	14	0	1	15
YA Paperback Fic (DYAPBF)	42	2	1	45
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	6	65	1	72
Books on CD (RBKCD)	0	214	1	215
Books on Tape (RBKT)	0	82	0	82
Compact Disc (RCD)	12	344	4	360
Digital Audiobooks (RDA)	0	4	0	4
DVD (RDVD)	8	1813	11	1832
Equipment (REQP)	0	74	0	74
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	51	0	51
Fiction (RFIC)	34	1113	17	1164
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	23	0	25
Hanging Bag (RHANG)	0	11	1	12
ILL (RILL)	1	45	0	46
Internet (RINTER)	0	1878	0	1878
Juv. Biography (RJBIO)	1	58	0	59
Juv. Book on CD (RJBKCD)	0	8	0	8

Juv. Book on Tape (RJBKT)	0	9	0	9
Juv. Compact Disc (RJCD)	1	22	0	23
Juvenile Easy (RJE)	7	878	2	887
Juv. Easy Reader (RJER)	0	195	0	195
Juv. Fiction (RJFIC)	10	485	6	501
Juv. Magazine (RJMAG)	0	22	0	22
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	697	4	710
Juv. Paperback fic (RJPF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTO)	0	125	0	125
Large Print Fiction (RLPF)	2	85	2	89
Large Print Nonfic (RLPNF)	0	9	0	9
Magazine (RMAG)	0	230	1	231
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	15	0	15
Non-Fiction 100 (RNF100)	0	40	1	41
Non-Fiction 200 (RNF200)	5	42	0	47
Non-Fiction 300 (RNF300)	4	134	2	140
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	0	2	0	2
Non-Fiction 600 (RNF600)	0	0	0	0
Non-Fiction 700 (RNF700)	0	0	0	0
Non-Fiction 800 (RNF800)	0	0	0	0
Non-Fiction 900 (RNF900)	0	0	0	0
Nonfiction DVD (RNFDVD)	4	37	0	41
Nonfiction (RNFIC)	22	668	17	707
Nonfiction VHS (RNFVHS)	3	37	0	40
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	2	0	2
Ref. Magazine (RRMAG)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	10	0	10
Software (RSWAR)	0	60	0	60
Vertical File (RVF)	0	8	0	8
VHS (RVHS)	0	445	0	445
YA Biography (RYAB)	1	6	1	8
YA Books on CD (RYABKCD)	1	4	0	5
YA Books on Tape (RYABKT)	0	2	0	2
YA Fiction (RYAF)	6	174	7	187
YA Nonfiction (RYANF)	3	38	0	41
YA Paperback Fic (RYAPBF)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	6	25	32
Books on CD (WBKCD)	4	13	141	158
Books on Tape (WBKT)	1	2	12	15
Compact Disc (WCD)	11	10	299	320
Digital Audiobooks (WDA)	3	0	4	7
DVD (WDVD)	7	11	1363	1381
Equipment (WEQP)	0	0	0	0

See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	32	32
Fiction (WFIC)	50	58	589	697
Fiction Fantasy (WFICF)	0	0	5	5
Fiction Mystery (WFICM)	7	2	177	186
Fiction Science Fiction (WFICSF)	1	0	7	8
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	5	5
Hanging Bags (WHANG)	2	3	17	22
ILL (WILL)	0	0	43	43
Internet (WINTER)	0	0	1026	1026
Juv. Biography (WJBIO)	1	5	8	14
Juv. Book on CD (WJBKCD)	0	1	8	9
Juv. Book on Tape (WJBKT)	0	2	1	3
Juv. Compact Disc (WJCD)	0	0	11	11
Juvenile Easy (WJE)	4	12	599	615
Juv. Easy Reader (WJER)	1	5	173	179
Juv. Fiction (WJFIC)	11	12	261	284
Juv. Magazine (WJMAG)	0	0	26	26
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	23	7	353	383
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	5	5
Juv. Toddler (WJTOD)	1	1	176	178
Large Print Fiction (WLPF)	1	1	48	50
Large Print Nonfic (WLPNF)	1	0	6	7
Magazine (WMAG)	5	3	374	382
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	0	1	9	10
Non-Fiction 200 (WNF200)	0	0	2	2
Non-Fiction 300 (WNF300)	0	0	1	1
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	0	0	1	1
Non-Fiction 600 (WNF600)	0	0	0	0
Non-Fiction 700 (WNF700)	0	0	0	0
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	0	41	41
Nonfiction (WNFIC)	28	41	437	506
Nonfiction VHS (WNFVHS)	0	0	14	14
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	63	63
Vertical File (WVF)	0	0	0	0

VHS (VVHS)	0	3	271	274
YA Biography (WYAB)	1	0	0	1
YA Books on CD (WYABKCD)	1	2	7	10
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	3	12	179	194
YA Nonfiction (WYANF)	2	2	24	28
YA Paperback Fic (WYAPBF)	0	0	0	0
TOTAL	8674	10735	7057	26466

CIRCULATION BY HOLDINGS CODE
November 2007

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	0	0	2
Award Winner JE (AJE)	5	0	0	5
Award Winner JFIC (AJFIC)	13	2	0	15
Award Winner JNF (AJNF)	2	0	0	2
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winner YAFIC (AYAF)	4	0	0	4
Award Winner YAPFIC (YAYPBF)	1	0	0	1
Biography (BIO)	61	80	29	170
Books on CD (BKCD)	98	232	144	474
Books on Tape (BKT)	19	85	12	116
Compact Disc (CD)	359	369	306	1034
Digital Audiobooks (DA)	9	4	4	17
DVD (DVD)	1041	1839	1377	4257
Equipment (EQP)	37	74	0	111
See librarian (ERR)	0	0	0	0
Express Book (EXP)	58	51	32	141
Fiction (FIC)	1162	1230	630	3022
Fiction Fantasy (FICF)	21	0	5	26
Fiction Mystery (FICM)	201	18	183	402
Fiction Science Fiction (FICSF)	13	1	7	21
Fiction Western (FICW)	40	0	0	40
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	4	23	5	32
Hanging Bags (HANG)	15	14	18	47
ILL (ILL)	34	45	43	122
Internet (INTR)	986	1878	1026	3890
Juv. Biography (JBIO)	56	66	15	137
Juv. Book on CD (JBKD)	3	9	8	20
Juv. Book on Tape (JBKT)	21	11	1	33
Juv. Compact Disc (JCD)	35	22	11	68
Juvenile Easy (JE)	512	910	606	2028
Juv. Easy Reader (JER)	272	206	174	652
Juv. Fiction (JFIC)	416	512	282	1210
Juv. Holiday (JHOL)	36	1	0	37
Juv. Magazine (JMAG)	65	22	28	115
Juv. Music Cassette (JMC)	0	0	0	0

Juv. Nonfiction (JNF)	474	714	366	1554
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	5	6
Juv. Toddler (JTOD)	111	127	176	414
Large Print Fiction (LPF)	119	87	51	257
Large Print Nonfic (LPNF)	8	9	7	24
Magazine (MAG)	878	233	376	1487
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	11	16	5	32
Non-Fiction 100 (NF100)	14	41	10	65
Non-Fiction 200 (NF200)	14	42	2	58
Non-Fiction 300 (NF300)	13	134	4	151
Non-Fiction 400 (NF400)	0	2	0	2
Non-Fiction 500 (NF500)	1	2	1	4
Non-Fiction 600 (NF600)	1	0	0	1
Non-Fiction 700 (NF700)	0	0	0	0
Non-Fiction 800 (NF800)	0	0	0	0
Non-Fiction 900 (NF900)	0	0	0	0
Non-Fiction DVD (NFDVD)	23	39	41	103
Nonfiction (NFIC)	813	773	493	2079
Nonfiction VHS (NFVH)	30	38	14	82
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2
Reference (REF)	27	38	49	114
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	23	10	0	33
Software (SWAR)	66	61	63	190
Vertical File (VF)	1	8	0	9
VHS	329	451	273	1053
YA Biography (YAB)	2	6	1	9
YA Books on CD (YABKCD)	4	6	7	17
YA Books on Tape (YABKT)	0	2	0	2
YA Fiction (YAF)	74	186	190	450
YA Nonfiction (YANF)	19	40	25	84
YA Paperback Fic (YAPBF)	42	2	1	45
				0
Free reads	376	252	162	790
Games/Puzzles	180	0	0	180
Talking books	0	0	0	0
Assignment Shelf Books		0	0	0
TOTAL	9257	11023	7268	27548

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1990	1639	1070	4699
Nonfiction	1020	1192	643	2855

CHILDREN'S BOOKS

Fiction	1329	1757	1238	4324
Nonfiction	573	781	386	1740
YA BOOKS				
Fiction	125	211	196	532
Nonfiction	21	46	26	93
Magazines, Adult	878	233	376	1487
Magazines, Children	65	22	28	115
Sound Recordings, adult	489	698	473	1660
Sound Recordings, ch	74	56	38	168
Online databases	0	0	0	0
Software	66	61	63	190
Vertical file	1	8	0	9
VHS/DVD	1423	2367	1705	5495
Equipment	37	74	0	111
Total	8091	9145	6242	23478
 A-V Circulation	 2052	 3182	 2279	 7513
A-V Circulation as % of total	25.4%	34.8%	36.5%	32.0%

November 2007

DEMOTTE	
Added	Withdrew
Vols.	Vols.

RENSSELAER		
Added	Withdrew	Circu-
Vols.	Vols.	lation

WHEATFIELD		
Added	Withdrew	Circu-
Vols.	Vols.	lation

**Total
Circ.**

[illegible]

Fiction	94	9	1,990	96	164	1,639	104	25	1,070	4,699
Nonfiction	172	66	1,020	206	317	1,192	99	24	643	2,855

Fiction	68	20	1,329	91	36	1,757	70	0	1,238	4,324
Nonfiction	59	3	573	50	49	781	16	0	386	1,740

Fiction	30	0	125	29	3	211	11	1	196	532
Nonfiction	5	0	21	2	4	46	1	0	26	93

Magazines,Adult	878	233	376	1,487
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Magazines, Child	65	22	28	115
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Games, Toys	0
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Sound Rec/Adult	12	7	489	15	6	698	17	0	473	1,660
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Sound Rec/Child	5	1	74	0	4	56	5	0	38	168
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[illegible]

Software	0	1	66	0	6	61	0	4	63	190
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Vertical Files	0	0	1	0	0	8	0	0	0	9
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VHS/DVD	19	2	1,423	50	15	2,367	25	1	1,705	5,495
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Equipment	37	74	0	111
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TOTAL	464	109	8,091	539	604	9,145	348	55	6,242	23,478
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DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	62,678	57,417	39,274
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Circulation Increase/Decrease	-2.0%	0.3%	12.5%
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[illegible]

MONTHLY SYSTEM STATISTICS

2006

2007

% change

Current month's Circulation	22,920	23,478	2.4%
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Jan. to date circulation	280,503	285,831	1.9%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
16,446	16,531	11,760	11,692	10,818	10,897 Fiction
16,447	16,553	19,233	19,122	9,006	9,081 Nonfiction
					CHILDREN'S BKS
12,097	12,145	10,675	10,730	8,129	8,199 Fiction
9,183	9,239	5,810	5,811	4,469	4,485 Nonfiction
					YA BOOKS
2,143	2,173	1,966	1,992	1,613	1,623 Fiction
407	412	622	620	140	141 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,205	2,210	2,749	2,758	2,402	2,419 Sound Rec/Adult
418	422	438	434	452	457 Sound Rec/Child
25	25	16	16	1	1 Online Databases
318	317	381	375	127	123 Software
3	3	0	0	0	0 Vertical Files
2,512	2,529	3,670	3,705	1,767	1,791 VHS/DVD
119	119	142	142	57	57 Equipment
62,323	62,678	57,482	57,417	38,981	39,274 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
November 2007

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	232	50	88	19	236	51	556	120
LOCAL HISTORY								
In person	3	1	10	3		0	13	4
Letters written	2	2	12	12		0	14	14
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	986	41	1878	78	1026	43	3890	162
Computer software used	155	13	161	13	117	10	433	36
VCR Use	0	0	0	0	1	0	1	0
Microforms	5	1	22	3		0	27	4
CD ROM/Online databases	119	10	247	21	71	6	437	36
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	34	34	21	14		0	55	37
Notarized documents	6	2	0	0	0	0	6	2
Meeting Room Use (no. of group)	41	14	64	21	45	15	150	50
Study room use	19	2	35	3	10	1	64	5
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	39		302		151		492	
WIRELESS USE via patron owned pcs	16		26		7		49	
INTERLIBRARY LOANS								
Requests made for:	21	5	44	11	27	7	92	23
Items rec'd for:	27	14	36	18	49	25	112	56
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7942	8079	4061	
Non-resident, paying	1	2	0	
PLAC card users	0	2	0	
Reciprocal borrowers	427	340	75	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			

Programs for all ages	2	12	0	0	0	0	2	12
Children's Programs (0-13)	5	30	16	96	14	84	35	210
Number attending	287		225		334		846	
YA Programs (14-17)	3	18	4	24	1	6	8	48
Number attending	89		39		10		138	
Adult Programs	5	30	1	6	1	6	7	42
Number attending	112		82		75		269	
Senior Citizen Programs	10	60	7	42	1	6	18	108
Number attending	105		81		11		197	
Total Number of Programs	25	150	28	168	17	102	70	420
Total Persons Attending	593		427		430		1450	
Total Attending Same Month Last	277		366		355		998	
Total Staff Hours Spent		337		384		259	980	969
Total Number of In-House Program	14		24		12		50	
Total Attendance	370		332		181		883	
Total Number of Outreach Program	11		4		5		20	
Total Attendance	223		95		249		567	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5981	74.1%	6148	67.5%	4408	71.2%	16537	70.8%
Corporate	76	0.9%	63	0.7%	14	0.2%	153	0.7%
Juvenile 0-11	521	6.5%	775	8.5%	349	5.6%	1645	7.0%
Juvenile-AV	390	4.8%	635	7.0%	445	7.2%	1470	6.3%
Nonresident No Fee	17	0.2%	149	1.6%	86	1.4%	252	1.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Adult	283	3.5%	146	1.6%	102	1.6%	531	2.3%
Reciprocal Juvenile	19	0.2%	18	0.2%	0	0.0%	37	0.2%
Reciprocal Juvenile AV	0	0.0%	13	0.1%	0	0.0%	13	0.1%
Reciprocal YA	13	0.2%	15	0.2%	4	0.1%	32	0.1%
Reciprocal YA AV	0	0.0%	18	0.2%	0	0.0%	18	0.1%
School	0	0.0%	21	0.2%	0	0.0%	21	0.1%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	112	1.2%	0	0.0%	112	0.5%
Staff	367	4.5%	611	6.7%	510	8.2%	1488	6.4%
Walking books	120	1.5%	63	0.7%	0	0.0%	183	0.8%
YA 12-17	76	0.9%	69	0.8%	42	0.7%	187	3.0%
YA-AV	206	2.6%	252	2.8%	233	3.8%	691	3.0%
Total	8069		9109		6193		23371	

All items borrowed by nonresidents

332 4.1%

493 5.4%

192 3.1%

1017 4.4%

Salary Ordinance 2007
Updated 12/10/07

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Becky Aubuchon	Clerk	\$7.12	12/1/07	13	R
Chavon Bodron Bodner	Page	\$5.85	12/8/07	10	R

Becky Aubuchon was promoted to Public Services/Technical Services clerk, replacing Barb Blake who resigned this position as she is moving out of the area.

Chavon Bodron was hired to replace Becky Aubuchon who was promoted to Public Services/Technical Services clerk.

We have examined and approved the changes to the 2007 Jasper County Public Library Salary Ordinance. Dated 12/10/07

Ordinance. Dated 12/10/07

Natalie Waling	Joan A. Flayd
Reine-marie Egan	Susan Deardorff
Jody Matton	
Imothy N. Schwarz	

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 10th DAY OF December, 2007.

NAY

AYE

Natalie Waling
Renee Egan
John Miller
Gregory H. Smith
John A. Glaze
Susan Weardoff

ATTEST:

Susan Weardoff
Secretary of the Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

F1

November 30, 2007

	<u>Beginning 2007 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$774,978.83	\$125,806.81	\$1,459,300.68	\$307,024.54	\$920,670.13	\$236,348.28
Includes Investments of	\$0.00					
Public Library Access Card Fund	\$31.00	\$0.00	\$121.00	\$30.00	\$150.00	\$60.00
Gift Fund	\$7,588.25	\$940.68	\$21,808.10	\$2,080.50	\$22,201.01	\$7,981.16
DeMotte	\$1,222.51	\$213.95	\$6,920.71	\$1,554.00	\$9,007.83	\$3,309.63
Rensselaer	\$5,656.46	\$114.50	\$13,564.15	\$426.50	\$10,856.15	\$2,948.46
Wheatfield	\$709.28	\$612.23	\$1,323.24	\$100.00	\$2,337.03	\$1,723.07
Library Improvement Reserve Fund	\$143,916.56	\$0.00	\$0.00	\$475.60	\$5,568.04	\$149,484.60
Includes Investments of:	\$0.00					
Bond & Interest Redemption Fund	\$58,574.44	\$0.00	\$216,260.00	\$0.00	\$125,365.17	(\$32,320.39)
Includes Investments of:						
Rainy Day Fund	\$30,763.00	\$0.00	\$0.00	\$0.00	\$97,031.00	\$127,794.00
Transfer from OPER Fund						
State Technology Fund G	\$2,735.97	\$906.77	\$5,350.77	\$0.00	\$0.00	(\$2,614.80)
Capital Projects Fund	\$156,035.66	\$2,500.00	\$27,779.10	\$622.73	\$52,236.32	\$180,492.88
Includes Investments of	\$0.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$305.25	\$0.00	\$305.25	\$0.00
Levy Excess Fund	\$15,994.22	\$0.00	\$15,994.22	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$195,237.94	\$35.00	\$3,323.18	\$553.35	\$6,915.75	\$198,830.51
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,527.38	\$59,016.76	\$5,527.38	\$59,016.76	\$0.00
FICA Tax Collected	\$0.00	\$5,522.16	\$59,170.21	\$5,522.16	\$59,170.21	\$0.00
State Tax Collected	\$2,504.39	\$2,367.39	\$27,198.17	\$2,519.59	\$27,213.37	\$2,519.59
County Tax Collected	\$955.16	\$887.76	\$10,339.90	\$1,882.70	\$11,267.49	\$1,882.75
Deferred Comp.	\$0.00	\$2,420.00	\$26,172.64	\$2,420.00	\$26,172.64	\$0.00
#125 Pre-tax Plan	\$11.49	\$3,075.00	\$33,619.58	\$3,075.00	\$33,608.13	\$0.04
Employee Life Insur.	\$0.00	\$135.80	\$1,385.80	\$135.80	\$1,385.80	\$0.00
Employee P.E.R.F.	\$5,967.65	\$0.00	\$17,505.15	\$2,018.90	\$21,409.97	\$9,872.47
Garnishments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$2,751.28	\$42,973.40	\$2,751.28	\$42,973.40	\$0.00
EIC	\$0.00	\$0.00	(\$115.40)	\$0.00	(\$115.40)	\$0.00
Repayment	\$0.00	\$0.00	\$0.00	\$300.00	\$3,000.00	\$3,000.00
TOTAL ALL FUNDS.....	\$1,395,504.56	\$152,876.03	\$2,027,508.51	\$336,939.53	\$1,515,545.04	\$883,541.09

Bank Balances**Jasper County Public Library***Report as of: 11/30/2007*

<i>Bank</i>		
1	Alliance Bank	\$521,439.09
2	Demotte State Bank	\$13,576.89
3	Alliance Bank-LIRF Acct	\$149,484.60
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$198,830.51
7	Kentland Banking Ctr- OPER CD#400039636	\$0.00
8	Kentland Banking Ctr-CPF CD#400039635	\$0.00
9	Kentland Banking Ctr-LIRF CD#400039638	\$0.00
10	Kentland Banking Ctr-Constr. CD#400039637	\$0.00
Total all banks =		\$883,541.09

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 Operating Fund

Jasper County Public Library

Report Date: From 11/1/2007 To 11/30/2007

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$49,920.00	\$0.00	\$49,920.00	\$4,120.14	\$45,261.74	\$4,658.26	90.7
1.12 SALARY OF ASSISTANTS	\$834,095.00	\$0.00	\$834,095.00	\$67,196.83	\$717,523.77	\$116,571.23	86.0
1.13 WAGES OF JANITORS	\$52,039.00	\$0.00	\$52,039.00	\$3,943.02	\$44,290.67	\$7,748.33	85.1
1.21 EMPLOYER'S SHARE-FICA	\$62,516.00	\$0.00	\$62,516.00	\$5,522.16	\$59,170.21	\$3,345.79	94.6
1.22 UNEMPLOYMENT COMPENSATION	\$5,108.00	\$0.00	\$5,108.00	\$0.00	\$3,849.67	\$1,258.33	75.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,890.00	\$0.00	\$63,890.00	\$0.00	\$62,736.51	\$1,153.49	98.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$86,482.00	\$0.00	\$86,482.00	\$5,641.39	\$61,438.45	\$25,043.55	71.0
1.31 OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$1,154,150.00		\$1,154,150.00	\$86,423.54	\$994,271.02	\$159,878.98	86.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$860.00	\$0.00	\$860.00	\$0.00	\$974.94	(\$114.94)	113.4
2.12 STATIONERY AND PRINTING	\$675.00	\$0.00	\$675.00	\$0.00	\$260.00	\$415.00	38.5
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$5.49	\$10,005.49	\$0.00	\$7,743.21	\$2,262.28	77.4
2.21 CLEANING & SANITATION SUPPLIES	\$4,250.00	\$0.00	\$4,250.00	\$68.90	\$3,704.54	\$545.46	87.2
2.23 OTHER OPERATING SUPPLIES	\$4,500.00	\$0.00	\$4,500.00	\$8.37	\$4,668.00	(\$168.00)	103.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,250.00	\$0.00	\$1,250.00	\$21.85	\$510.25	\$739.75	40.8
2.32 PAINT AND PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$3.86	\$143.73	(\$43.73)	143.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$0.00	\$300.00	\$0.00	\$252.10	\$47.90	84.0
2.41 LIBRARY SUPPLIES	\$10,350.00	\$644.70	\$10,994.70	\$0.00	\$8,558.89	\$2,435.81	77.8
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$34.75	\$65.25	34.8
Subtotal	\$32,385.00	\$650.19	\$33,035.19	\$102.98	\$26,850.41	\$6,184.78	81.3
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$300.00	\$0.00	\$300.00	\$0.00	\$2,827.27	(\$2,527.27)	942.4
3.14 OTHER PROFESSIONAL SERVICES	\$12,800.00	\$0.00	\$12,800.00	\$17.00	\$3,702.25	\$9,097.75	28.9
3.21 TELEPHONE	\$6,000.00	\$0.00	\$6,000.00	\$301.49	\$2,278.41	\$3,721.59	38.0
3.22 POSTAGE	\$5,800.00	\$0.00	\$5,800.00	\$40.00	\$4,138.10	\$1,661.90	71.3
3.23 MILEAGE	\$15,000.00	\$0.00	\$15,000.00	\$949.15	\$13,143.20	\$1,856.80	87.6
3.24 PROFESSIONAL MEETINGS	\$8,900.00	\$70.00	\$8,970.00	\$619.62	\$4,718.34	\$4,251.66	52.6
3.25 FREIGHT	\$1,600.00	\$0.00	\$1,600.00	\$63.42	\$1,391.55	\$208.45	87.0
3.26 NETWORKING	\$12,680.00	\$0.00	\$12,680.00	\$0.00	\$96.00	\$12,584.00	0.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$117.94	\$1,177.23	\$622.77	65.4
3.33 MARKETING ADVERTISING	\$775.00	\$346.70	\$1,121.70	\$0.00	\$1,006.91	\$114.79	89.8
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$205.00	(\$5.00)	102.5
3.42 OTHER INSURANCE	\$32,200.00	\$0.00	\$32,200.00	\$9,954.50	\$23,582.00	\$8,618.00	73.2
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$2,235.52	\$21,092.38	\$28,907.62	42.2
3.52 ELECTRICITY	\$60,000.00	\$0.00	\$60,000.00	\$4,076.39	\$55,780.74	\$4,219.26	93.0
3.53 WATER	\$1,150.00	\$0.00	\$1,150.00	\$103.35	\$917.35	\$232.65	79.8
3.54 WASTE DISPOSAL SERVICES	\$3,600.00	\$0.00	\$3,600.00	\$312.60	\$3,703.82	(\$103.82)	102.9
3.61 BUILDING & STRUCTURES	\$65,137.00	\$904.80	\$66,041.80	\$686.00	\$39,630.44	\$26,411.36	60.0
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$114.00	\$868.90	(\$168.90)	124.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$229.45	\$20.55	91.8
3.91 DUES	\$2,262.00	\$0.00	\$2,262.00	\$0.00	\$1,949.95	\$312.05	86.2
3.93 TAXES & ASSESSMENTS	\$275.00	\$0.00	\$275.00	\$0.00	\$304.44	(\$29.44)	110.7
3.94 TRANSFER TO LIRF	\$30,126.00	\$0.00	\$30,126.00	\$0.00	\$0.00	\$30,126.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$72.85	\$172.85	\$15.95	\$72.85	\$100.00	42.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$65,432.00	\$0.00	\$65,432.00	\$3,959.00	\$58,077.26	\$7,354.74	88.8
Subtotal	\$377,207.00	\$1,394.35	\$378,601.35	\$23,575.88	\$240,893.84	\$137,707.51	63.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$10,490.00	\$774.54	\$11,264.54	\$660.00	\$2,579.66	\$8,684.88	22.9
4.51 Books	\$144,000.00	\$0.00	\$144,000.00	\$11,943.73	\$116,229.74	\$27,770.26	80.7
4.52 PERIODICALS & NEWSPAPERS	\$21,700.00	\$0.00	\$21,700.00	\$417.54	\$17,895.46	\$3,804.54	82.5
4.53 NONPRINTED MATERIALS	\$70,000.00	\$6,325.84	\$76,325.84	\$2,683.14	\$60,580.55	\$15,745.29	79.4
Subtotal	\$246,190.00	\$7,100.38	\$253,290.38	\$15,704.41	\$197,285.41	\$56,004.97	77.9
Grand Total	\$1,809,932.00	\$9,144.92	\$1,819,076.92	\$125,806.81	\$1,459,300.68	\$359,776.24	80.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
7/30/2007	100 Operating Fund	2.13 OTHER OFFICE SUPPLIES	\$5.49	Refund/Reimbursement Quill A/P #388
1/2/2007	100 Operating Fund	2.41 LIBRARY SUPPLIES	\$644.70	Encumbered per Board Approval 12/27/06-Demco PO #7274
3/23/2007	100 Operating Fund	3.24 PROFESSIONAL MEETINGS	\$70.00	Refund/Reimbursement Kalamazoo PL A/P #151
1/2/2007	100 Operating Fund	3.33 MARKETING ADVERTISING	\$346.70	Encumbered per Board Approval 12/27/06-Janway PO#7278-Rev
6/29/2007	100 Operating Fund	3.61 BUILDING & STRUCTURES	\$904.80	FEMA Grant Reimbursed, Snow Storm - A/P #153 (Aaron's), A/P #194 (TLC Home Imp)
4/2/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$15.00	University of Minn. Reimbursement-A/P #247
8/13/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$19.95	Refund/Reimbursement Sandy Osbon - A/P #674
8/13/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$21.95	Refund/Reimbursement Susan Blubaugh - A/P #677
11/8/2007	100 Operating Fund	3.95 BOOK REIMBURSEMENT	\$15.95	Refund/Reimbursement of Book/Customer A/P#914
1/2/2007	100 Operating Fund	4.4 FURNITURE & EQUIPMENT	\$774.54	Encumbered per Board Approval 12/27/06-Demco PO#7274
1/2/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$359.24	Encumbered per Board Approval 12/27/06-Wal-Mart purchase#014133
9/12/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$0.60	Reimbursement sales tax A/P #602
10/25/2007	100 Operating Fund	4.53 NONPRINTED MATERIALS	\$5,966.00	Refund/Reimbursement, LSTA Grant (self-ck out) A/P #767 & 678

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$9,144.92

Voucher List**Jasper County Public Library****Report Date: From 11/1/2007 To 11/30/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26646	881	AARON'S LAWN CARE	11/12/2007	Lawn Mowing, trimming, weeding, etc. -DeM (10/2-10/24/07) & Rens (10/4-10/24/07) Libraries	\$435.00
26647	882	BAKER & TAYLOR	11/12/2007	Books, Continuations, AY, Gift Fund	\$11,824.91
26648	883	BLUETARP FINANCIAL, INC	11/12/2007	Cleaner, Sponges, Durabond, Brushes, Roller	\$20.22
26649	884	BIERMA HARDWARE, INC.	11/12/2007	Batteries, Flea Kill	\$13.86
26650	885	CAPITAL ONE, F.S.B.	11/12/2007	CYPD (Youth Services Programming Seminar) meals and hotel for four people, Credit on a returned DVD	\$246.36
26651	886	CHESTER TECHNOLOGIES	11/12/2007	Cisco SmartNet Annual Mtnce	\$112.00
26652	887	CULLIGAN	11/12/2007	Water Cooler Rental-Nov & Water	\$49.45
26653	888	DEX	11/12/2007	Qtly Yellow Page Advertising - Nov, Dec, Jan	\$258.00
26654	889	DIANE OPOLSKI	11/12/2007	Mileage: Bank Deposits, Home Page Mtg	\$25.22
26655	890	EDUCATION NETWORKS OF A	11/12/2007	Internet Service-October 2007	\$906.77
26656	891	FLEXPAC/SCHNIABLE, INC	11/12/2007	Garbage Liners	\$68.90
26657	892	HERITAGE OFFICE PRODUCT	11/12/2007	Service Contract (11/15/07-08) Rens Patron Copier, Service Contract (10/8/07-08) Wh Copier, Service Contract (10/8/07-08) Wh Copier, Replaced Drum in Dm Copier	\$1,160.23
26658	893	ILF ANNUAL CONFERENCE	11/12/2007	ILF Annual Conference - Patty Stringfellow, Melissa Widner, Angela Barton	\$360.00
26659	894	INCOLSA	11/12/2007	Heritagequest Renewal 11/1/07-10/31/08	\$602.00
26660	895	INGRAM	11/12/2007	Books	\$68.95
26661	896	INSPIRATIONAL DISTRIBUTOR	11/12/2007	Christian Paperbacks	\$13.09
26662	897	INTEGRITY SOFTWARE, INC	11/12/2007	Softtrack for Windows Maintenance Renewal 12/6/07-12/5/08	\$433.28
26663	898	JASPER COUNTY HOSPITAL	11/12/2007	Qtly. Water Testing-DeMotte Lib.	\$17.00
26664	899	JILL TACHTIRIS	11/12/2007	Book	\$8.50
26665	900	KANKAKEE VALLEY POST NE	11/12/2007	Dm Subscription (11/28/07-08)	\$47.00
26666	901	KIM DELGER	11/12/2007	BH&G Kitchen & Bath Ideas 2007 Magazine	\$35.34
26667	902	KONE, INC.	11/12/2007	Oct - Dec 2007 Elevator Mtnce Contract	\$424.65
26668	903	LAFAYETTE OFFICE SYSTEMS	11/12/2007	Service Agreement for Minolta Copier 11/3/07-5/3/08	\$525.00
26669	904	LEGAL DIRECTORIES PUBLIS	11/12/2007	2007 Indiana Legal Directory	\$61.75
26670	905	LINDA POORTENGA	11/12/2007	Mileage to Grant Workshop, Mgmt Mtg, Disaster Recovery Mtg, Friends Mtg	\$121.25
26671	906	MIDWEST TAPE	11/12/2007	DVDs	\$165.88
26672	907	NIPSCO	11/12/2007	Wh Utilities, 10/2/07-10/30/07	\$1,595.67
26673	908	PATTY STRINGFELLOW	11/12/2007	Mileage: INCOLSA Mtg, Disaster Recovery Mtg, NW IN Directors Mtg, INCOLSA Expenses	\$86.29
26674	909	POSTMASTER GENERAL	11/12/2007	Postage 40 - \$1.00 Stamps	\$40.00
26675	910	PROQUEST-CSA LLC	11/12/2007	Rens. Republican Microfilm, 5/1/07-8/31/07	\$72.20
26676	911	QUALITY LASER TECHNOLOGI	11/12/2007	Service Call on Wh Copier	\$212.50
26677	912	RACHAEL CAVINDER	11/12/2007	Mileage: Preschool Visit, Bank Deposits, CYPD	\$31.04
26678	913	RELIABLE EXTERMINATORS, I	11/12/2007	Exterior Pest Control Application @ Rens.	\$152.00
26679	914	REBECCA NELSON	11/12/2007	Refund to patron for returned book	\$15.95
26680	915	RECORDED BOOKS, LLC	11/12/2007	Audiobooks	\$576.59
26681	916	REGENT BOOK CO., INC.	11/12/2007	BH & G Kitchen/Bath Ideas	\$13.03
26682	917	RENSSELAER REPUBLICAN	11/12/2007	Youth Services Ad-DeMotte	\$117.94
26683	918	ROEING CORPORATION	11/12/2007	November Payment - MS Windows Conversion	\$2,500.00
26684	919	SCHOLASTIC INC.	11/12/2007	Books	\$664.70
26685	920	SIGNS BY PHILL	11/12/2007	Signs for Ren & DeMotte	\$660.00
26686	921	TEACHING COMPANY	11/12/2007	DVD Educational Set	\$214.95
26687	922	THE LIBRARY CORPORATION	11/12/2007	LS Software License Support 12/07-11/08	\$630.00
26688	923	THOMSON GALE	11/12/2007	Continuations	\$1,029.75

Printed on Friday, November 30, 2007

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26689	924	TIM SCHULTZ	11/12/2007	Mileage-Bd Mtgs	\$21.34
26690	925	TRU-GREEN CHEMLAWN	11/12/2007	Fall Root Feeding	\$99.00
26691	926	TYSEN'S COUNTRY GROCERY	11/12/2007	Expenses for YA Counterparts Mtg	\$20.18
26692	927	TYSEN'S FAMILY FOOD CENT	11/12/2007	Expenses for After School Program	\$6.03
26693	928	UNIQUE MANAGEMENT SERVI	11/12/2007	Initial & Secondary Placements-Sept	\$215.34
26694	929	VISION SERVICE PLAN- (IN)	11/12/2007	Vision Premium, Nov 2007 - 15 empl.	\$146.94
26695	930	WAL-MART COMMUNITY BRC	11/12/2007	DVDs, Cups, Coffee, Plates, Digital Camera and Accessories	\$374.66
26696	931	WEBBALANCED TECHNOLOGI	11/12/2007	Internet Filtering Qtly Billing, 10/15/07-1/15/08	\$360.00
150156	932	SIGNS BY PHILL	11/12/2007	Remove and install book drop sign	\$35.00
0	933	PAYROLL	11/9/2007	PAYROLL	\$38,556.23
26697	934	ALLIED WASTE SERVICES #71	11/9/2007	Trash Service for Wheatfield-November 2007	\$50.10
26698	935	ANTHEM BLUE CROSS BLUE S	11/9/2007	Health Insurance Premium -November '07	\$8,454.45
26699	936	ANTHEM LIFE	11/9/2007	Health Insurance Premium-24 employees, November 2007	\$82.80
26700	937	EDWARD YOUNG	11/9/2007	Courier Mileage, 10/15/07-10/31/07	\$349.20
26701	938	FIRST TRUST CREDIT UNION	11/9/2007	Direct Deposits w/held Nov 9, 2007 payroll	\$1,362.28
26702	939	GREAT-WEST RETIREMENT S	11/9/2007	Annuity w/held from November 9, 2007 Payroll - 8 Participants	\$1,210.00
0	940	INDIANA DEPARTMENT OF RE	11/9/2007	EFT-State and County Tax Withheld November '07 Ref#77116 Verf Code 27	\$3,255.15
0	941	IRS USA TAXPAYMENT	11/9/2007	EFT - FICA & FED Taxes w/held November 9, 2007 payroll, Ref #00473500	\$8,535.57
26703	942	OHIO CASUALTY GROUP	11/9/2007	Commercial Building Ins. & Workers Comp Ins.-10/16/07-04/16/08 (6-mon premium)	\$9,954.50
26704	943	TOWN OF DEMOTTE	11/9/2007	Sewer service, DeMotte Lib, September '07	\$68.42
26705	944	TOWN OF WHEATFIELD SEW	11/9/2007	November Sewer Service @ Wh. Lib.	\$56.65
26706	945	AFLAC	11/23/2007	Supplemental Ins. - Nov Premium - Molenaar, B. Thompson, Woods	\$168.00
0	946	PAYROLL	11/23/2007	PAYROLL	\$36,703.76
26707	947	CHICAGO TRIBUNE	11/23/2007	Subscription Renewal Wh. 11/14/07-5/14/08	\$117.00
26708	948	CITY OF RENSSELAER	11/23/2007	Rensselaer Utilities, 10/08/07-11/07/07	\$2,092.87
26709	949	EDWARD YOUNG	11/23/2007	Courier Mileage, 11/1-11/15/07	\$320.10
26710	950	EMBARQ COMMUNICATIONS I	11/23/2007	Long Distance calls, 10/8-11/07/07	\$43.49
26711	951	GREAT-WEST RETIREMENT S	11/23/2007	Annuity pymts w/held from payroll 23NOV07 - 8 Participants	\$1,210.00
0	952	IRS USA TAXPAYMENT	11/26/2007	FICA & Federal Taxes w/held 23 NOV 07 payroll, ref #00606307	\$8,036.13
26712	953	FIRST TRUST CREDIT UNION	11/26/2007	Deposits w/held from 23 NOV 07 Payroll - 6 participants	\$1,389.00
26713	954	NIPSCO	11/23/2007	DeMotte Utilities, 10/08-11/06/07	\$2,824.65
26714	955	USA TODAY	11/23/2007	DeMotte Subsc. 12/27/07-12/27/08	\$146.00
26692	956	TYSEN'S FAMILY FOOD CENT	11/30/2007	VOID A/P#927 & Check - Previously paid in October.	(\$6.03)

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$152,876.03

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, November 30, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$152,876.03

Date this 10 day of December, 2007.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

November 30, 2007

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,746.75	\$32,118.87
DeMotte	\$893.24	\$10,617.43		
Rensselaer	\$1,163.93	\$13,731.37		
Wheatfield	\$689.58	\$7,770.07		
PHOTOCOPIES:			\$673.81	\$8,192.61
DeMotte	\$286.95	\$3,117.89		
Rensselaer	\$210.01	\$2,946.98		
Wheatfield	\$176.85	\$2,127.74		
INTEREST:			\$653.98	\$25,647.39
Checking/Repurchase/Savings/CD's	\$653.98	\$25,647.39		
TAXES:			\$302,950.00	\$830,628.64
Property Tax	\$0.00	\$192,195.89		
License Excise Tax	\$0.00	\$32,532.75		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$273,929.00	\$547,858.00		
Local Option/Property Tax Repl.	\$29,021.00	\$58,042.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$0.00	\$24,082.62
Rebates/Refund	\$0.00	\$600.00	\$0.00	
Insurance Claim (COBRA Reimbursements)	\$0.00	\$0.00		
Meeting Room Rental	\$0.00	\$350.00		
Reimbursement	\$0.00	\$15.60		
Credit Card Rewards Redemption	\$0.00	\$250.00		
Grant Reimbursements	\$0.00	\$6,870.80		
Interfund Transfer	\$0.00	\$15,994.22		
Miscellaneous Receipts	\$0.00	\$2.00		
TOTAL OPERATING FUND RECEIPTS.....			\$307,024.54	\$920,670.13
PLAC FUND:.....			\$30.00	\$150.00
GIFT FUNDS:			\$2,080.50	\$22,201.01
DeMotte	\$1,554.00	\$9,007.83		
Rensselaer	\$426.50	\$10,856.15		
Wheatfield	\$100.00	\$2,337.03		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$475.60	\$5,568.04
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$125,365.17
Property Tax	\$0.00	\$107,216.72		
License Excise Tax	\$0.00	\$18,148.45		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Tax Overpayment	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$97,031.00
CAGIT Spec.Distribution	\$0.00	\$97,031.00		
CAPITAL PROJECTS FUND:			\$622.73	\$52,236.32
Interest Earned	\$622.73	\$6,997.73		
Property Tax	\$0.00	\$38,518.59		
License Excise Tax	\$0.00	\$6,520.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Printer Return Rebate	\$0.00	\$200.00		
HOST/HOSPITALITY FUND:			\$0.00	\$305.25
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$553.35	\$6,915.75
Int. Earned(Chkg.,CD's,Escrow)	\$553.35	\$6,915.75		
Reimbursement - CPF Constr. Project	\$0.00	\$0.00		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$310,786.72	\$1,230,442.67

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,527.38	\$59,016.76	\$26,152.81	\$285,102.37
FICA Collected	\$5,522.16	\$59,170.21		
State Tax Collected	\$2,519.59	\$27,213.37		
County Tax Collected	\$1,882.70	\$11,267.49		
Deferred Comp Plan	\$2,420.00	\$26,172.64		
Pre-tax Insurance Plans	\$3,075.00	\$33,608.13		
Life Insurance	\$135.80	\$1,385.80		
PERF	\$2,018.90	\$21,409.97		
Garnishments	\$0.00	\$0.00		
Credit Union	\$2,751.28	\$42,973.40		
EIC	\$0.00	(\$115.40)		
Repayment	\$300.00	\$3,000.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$336,939.53	\$1,515,545.04

Voucher List**Jasper County Public Library****Report Date: From 12/1/2007 To 12/11/2007**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
26715	957	ACE HARDWARE	12/10/2007	Glass Repairs, Halogen Bulb	\$6.89
26716	958	AFFORDABLE ALTERNATIVES	12/10/2007	2day Loan \$1.00 fine Labels	\$20.40
26717	959	ANGELA BARTON	12/10/2007	Lunch at ILF Conference	\$5.78
26718	960	BAKER & TAYLOR	12/10/2007	Books, Continuations, AY, Gift Fund, Audio Books	\$2,722.75
26719	961	CAPITAL ONE, F.S.B.	12/10/2007	Epson 82C Projector, case and replacement lamp	\$1,523.00
26720	962	CHESTER TECHNOLOGIES	12/10/2007	System Engineer Support	\$60.00
26721	963	DEMCO	12/10/2007	Book pockets, Book Covers, Plastic Adhesive, Book Cleaner, Replacement blades, "Mystery" labels	\$226.95
26722	964	EDUCATION NETWORKS OF A	12/10/2007	Internet Service-November 2007; Correct A/P 890 fund adjustment	\$1,410.00
26723	965	FASE'S WATER TREATMENT	12/10/2007	5-Redout for Water Softner - DeM. Lib.	\$56.25
26724	966	FLEXPAC/SCHNIABLE, INC	12/10/2007	Toilet tissue, multifold towels, and perforated towels	\$319.99
26725	967	GA FOODS GROUP	12/10/2007	Film Group Supplies	\$7.72
26726	968	HERITAGE OFFICE PRODUCT	12/10/2007	Engraved Nametag	\$10.50
26727	969	HIGHSMITH CO. INC.	12/10/2007	Labels	\$47.78
26728	970	HP PRODUCTS CORP.	12/10/2007	Bowl Cleaner	\$31.71
26729	971	INDIANAPOLIS STAR	12/10/2007	Annual Subscription for Rensselaer pays through 12/30/08	\$234.00
26730	972	INGRAM	12/10/2007	Books	\$239.86
26731	973	INSPIRATIONAL DISTRIBUTOR	12/10/2007	Christian Paperbacks	\$89.59
1039	974	JASPER COUNTY PUBLIC LIBR	12/10/2007	Bank Transfer (to Alliance Bk)	\$13,500.00
26732	975	JENNIFER L. DOUTHIT	12/10/2007	Mileage - Training	\$21.34
26733	976	LANDMARK AUDIOBOOKS	12/10/2007	Replacement Tape for Audiobook	\$5.00
26734	977	LINDA POORTENGA	12/10/2007	2008 Appt Calendar, Ornament Program supplies	\$25.92
26735	978	OCLC NETLIBRARY	12/10/2007	Subscription to a Research Database 9/1/07-8/31/08	\$3,000.00
26736	979	OSBY WATER CONDITIONING	12/10/2007	Peroxide for Wh. Water Softener	\$24.00
26737	980	PATTY STRINGFELLOW	12/10/2007	Parking Fee (ILF Conference), Mileage for Taskforce, Board Mtgs, ILF & ISL Conference	\$226.92
26738	981	POSTMASTER	12/10/2007	Postage - 2000-\$1.41; 60-\$2.00; 40-\$1.00	\$980.00
26739	982	PRECISION CONTROL SYSTE	12/10/2007	Quarterly Invoice for Routine Maintenance	\$1,537.00
26740	983	QUILL CORPORATION	12/10/2007	Calendars and calendar refills, laserjet cartridges, labels, laser labels, tape, tripack ink cartridge, envelopes.	\$781.88
26741	984	RACHAEL CAVINDER	12/10/2007	Mileage: Counterparts, preschool visits	\$27.16
26742	985	RECORDED BOOKS, LLC	12/10/2007	Audiobooks	\$99.00
26743	986	ROEING CORPORATION	12/10/2007	Final Payment - MS Windows Conversion, ret'd 4MM Cleaning Cartridges, 1 yr. Server Mtnce, ret'd Server License, Windows Migration Consultations	\$3,705.64
26744	987	ROTARY CLUB of RENSSSLAE	12/10/2007	September/October Membership Dues	\$27.00
26745	988	SUE TOBIAS	12/10/2007	Mileage - Anthem Seminar	\$130.47
26746	989	SUSAN ENGELMANN	12/10/2007	Mileage: Work for Wheatfield Christmas Party	\$21.34
26747	990	TESS HAMEL	12/10/2007	Mileage: Work DeMotte Christmas Party	\$21.34
26748	991	THERESE WHITE	12/10/2007	Refund on lost item that was returned (Joker BC#37901002270250)	\$16.89
26749	992	THOMSON GALE	12/10/2007	Continuations	\$208.55
26750	993	TYSEN'S COUNTRY GROCERY	12/10/2007	Annual DeMotte Library Friends Appreciation Luncheon	\$21.98
26751	994	UNIQUE MANAGEMENT SERVI	12/10/2007	Initial and Secondary Collections for October	\$350.38
26752	995	ULINE	12/10/2007	DVD Cases	\$75.53
26755	996	VISION SERVICE PLAN- (IN)	12/10/2007	Vision Premium, Dec 2007 - 15 empl.	\$155.70
26754	997	WAL-MART COMMUNITY BRC	12/10/2007	Bowl Cleaner	\$9.84
0	998	PAYROLL	12/10/2007	PAYROLL	\$36,338.80
26756	999	ALLIED WASTE SERVICES #71	12/10/2007	Trash Service for Wheatfield-December 2007	\$50.27

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
26757	1000	ANTHEM BLUE CROSS BLUE S	12/10/2007	Health Insurance Premium -December '07	\$8,454.45
26758	1001	ANTHEM LIFE	12/10/2007	Health Insurance Premium-25 employees, December 2007	\$86.25
26759	1002	EDWARD YOUNG	12/10/2007	Courier Mileage, 11/16/07-11/30/07	\$291.00
26760	1003	FIRST TRUST CREDIT UNION	12/10/2007	Deposits w/held from 10 Dec 07 Payroll - 6 participants	\$1,336.72
26761	1004	GREAT-WEST RETIREMENT S	12/10/2007	Annuity pymts w/held from payroll 10 Dec 07 - 8 Participants	\$1,210.00
0	1005	INDIANA DEPARTMENT OF RE	12/10/2007	EFT-State and County Tax Withheld December '07 Ref#64173 Verf Code 27	\$4,402.29
0	1006	IRS USA TAXPAYMENT	12/10/2007	FICA & Federal Taxes w/held 10 Dec 07 payroll, ref #00922355	\$7,965.88
26762	1007	THE TIMES	12/10/2007	Annual Subscription-DeMotte 12/22/07-12/22/08	\$221.00
26763	1008	TOWN OF WHEATFIELD SEW	12/10/2007	December Sewer Service @ Wh. Lib.	\$56.65
26764	1009	TOWN OF DEMOTTE	12/10/2007	Sewer service, DeMotte Lib, October '07	\$68.42
Total Amount of Claims					\$92,467.78

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, December 05, 2007

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$92,467.78

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

